

**PAROCHIAL CHURCH COUNCIL OF ALL SAINTS, GOSFORTH**

**INTERNAL RISK MANAGEMENT POLICY AND PROCEDURE**

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This policy first adopted / last reviewed: March 2025

This policy should be reviewed annually. The next review is due on: March 2026

**Purpose:**

All Saints Parochial Church Council (PCC) takes the management of internal risks very seriously. This written Policy sets out our approach to the management of risk and includes procedures we will follow to reduce and manage risk. This Policy does not stand on its own. When considering risks we will also consider other policies approved by the PCC, in particular the Safeguarding of vulnerable Children and Adults Policy, Health and Safety, Martyn's Law and our Internal charity financial controls.

**Ownership:**

This Policy and the Procedures it sets out are the responsibility of All Saints PCC. They will ensure that all events arranged by All Saints take place in line with this policy. As a minimum this will involve the promotion of the Policy ahead of any event and ensuring that a written risk assessment is carried out using the template at Appendix 1. Annually the PCC will review the strategic risks (Appendix 2) for All Saints and ensure that where possible action is taken to reduce these risks. At all PCC meetings Health and Safety will be a standard agenda item, and it is the responsibility of all members of the PCC to use this opportunity to raise awareness of any health and safety issues that might impact All Saints.

**Background:**

The Parochial Church Council (PCC) of All Saints, Gosforth recognises that the Church is exposed to certain risks due to the nature of its activities and the environment in which it operates. The PCC are committed to the effective management of risk to enable the work of the church to continue. Risks occur in numerous ways and have the potential to impact the activities of the organisation, its reputation, financial stability, and health and safety.

To fully understand and manage such risks, All Saints has established a risk management framework, set out in this policy for how risk will be managed within the organisation, based on the Charity Commission's guidance. This forms part of the governance framework of the organisation.

**Accountability:**

The PCC retains overall accountability for risk management in the charity but has delegated day-to-day responsibility to specific individuals.

**Risk Management Oversight:**

All Saints PCC will oversee the risk management strategy and the organisation's exposure to risk. The PCC will agree the level of acceptable risk for the organisation and ensure that risk is considered in strategic decision making and managed appropriately.

The practical measures we will undertake include:

- Risk assessments using the template at Appendix 1(a) and an example at Appendix 1 (b) to be carried out for all events arranged by All Saints, a copy of which will be held on file in the Church Office.
- A quarterly review by the Standing Committee of all strategic risks and proposals on ways of reducing these risks to be shared with the PCC at least twice a year – Appendix 2
- Health and Safety to be a standard agenda item on all PCC meetings, and all members of the PCC to be made aware of their responsibilities as trustees of the Church to use this item to raise concerns
- Safeguarding of vulnerable children and adults to be overseen by a small group of named members of the congregation, training to be undertaken and DBS checks.
- Internal financial controls to be overseen by the Treasurer / standing committee

All Saints will implement operational controls which manage risk. Risks will be ranked in a common and consistent manner and a biannual risk analysis will be completed containing material risks to the organisation. Actions and plans will be developed for risks which are unacceptable to the organisation and will be reviewed initially by the Standing Committee and shared with the PCC for approval.

#### **Reporting, Monitoring and Review:**

The Standing Committee, on behalf of the PCC will monitor risks and actions to minimise risks on an ongoing basis. Members of the Standing Committee will do this through the development of a Strategic Risk Register which will be reviewed at least every quarter. The completion of the Risk Register will be by the Church Wardens, and members of the clergy and the chair of the Standing Committee.

The PCC will perform an annual review of the effectiveness of the risk management framework.

In developing this policy we have reviewed guidance set out on the Church of England Website – available here for reference.

<https://www.churchofengland.org/about/pensions/integrated-risk-management>

## Appendix one

### All Saints Generic Risk Assessment

NB: This covers generic activities. Special activities, eg schools week productions, should form the subject to stand alone Risk Assessments.

**Last date of review:**

**Review undertaken by:**

Activity	Arrival, Registration & General Activities		
Risk	Who it affects	Level of risk	Action taken to reduce risk

## **Risk Assessment carried out by: DL**

**Risk Assessment applicable to use of the Church, the Church Centre Hall and passageway to toilets and the Church Green/Church perimeter pathways as specified below**

**Date of next review: July 18, 2024, Date assessment was carried out: 15 May 2024**

### **How this risk assessment was done**

The aim of this risk assessment is to identify any potential hazards to those working or attending the event described below and to consider any procedures deemed necessary in the event of an unforeseen accident.

I identified hazards by walking around the perimeter of the Church and Centre access to welfare facilities, considering those who may be physically challenged and what measures to deploy if any accidents occurred.

This assessment will be periodically updated (as indicated above) for any future events in this category ie outdoor Farmers' Markets held on the Church Green and/or the perimeter pathways and lawned areas.

NB Additionally, it will take account of any future statutory/recommended government (eg COVID/other restrictions).

**Event and Date: Farmers' Market: Sat, 18 May 2024.**

**Location of event:** Church N, S, E & W perimeter pathways at All Saints, West Avenue, Gosforth NE3 4ES.

**Helpers:** xxxxx

**NB Helpers notified of latest updates and plan of market on Fri 17/05/24.**

NB. Welfare facilities including Toilets are available within the Church Centre and are located on the ground floor (wheelchair accessible)

What could be the hazards? How will visitors be made aware of facilities?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Possible congestion at (separate) entry/exit points to paths/Centre	Stall holders Visitors Helpers	Signage both at entry and exit Stewards (separate locations) if necessary	Helpers to give verbal instructions	Helpers (See list above, wearing HV vests)	From 08:00 – 14:30 on the day	Y/N
Slipping/tripping on the footpath	Vulnerable persons; Stall holders; Visitors; Helpers	Helpful signage at access points	Boards to stand at the stalls if conditions change	Allocated Helpers	A/A	
Awareness of slope from grassed area (The Green) to path N/A on May 18, 2024	Vulnerable persons; Stall holders; Visitors; Helpers	Signage at appropriate points	Regular assessment of conditions by Duty Helper	Helpers	A/A	N/A
Availability of shelter (in the Church Centre Hall & church) in the event of bad weather	Visitors Helpers	Managing routes through premises to all facilities	Ensure route through premises is observed, signage to toilets for Ladies/Gents/Accessible	Helpers	A/A	
Welfare facilities (Toilets) available in the Centre;	ALL - Slippage on spillages/splashed water	Signage	Signage Helpers on market site Helpers wearing high-vis vests	Helpers	A/A	Y

<b>What could be the hazards? How will visitors be made aware of facilities?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Do ne</b>
Hygiene support						
Heavy door on N entry to Church Centre	ALL	Signage Helper available	N/A	Allocated helper	A/A	Y
Discarded litter	ALL	Litter collection receptacles x 2 Regular disposal & replacement	Signage to encourage safe litter disposal. Stall holders responsible for own litter within stalls. Hourly check (rota)	Duty helper on the hour	A/A	
Accidents/injury	ALL	Helpers are aware of a designated FA Minor injuries - FA kit in Centre kitchen	All Helpers made aware of action/procedure. Notify the desk to act	To be appointed on the day	A/A	Y
Emergency Health	Applicable to all	Defibrillator on the Church Centre wall	Appointed user (First Aider) Use BHF app. Desk take action/get 111/999	First Aider on the day		
Loading /unloading (07:45-09:00, 14:00 – 15:00) bay by Church	Supervised by a Steward/Helper	Bay in use by all visiting tradesmen	Use of cones (as necessary) on footpath during process	DL/Team	From 08:00 on the day	

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door (N) with direct access from street		at start/finish				
Pedestrian Safety  Vehicle movement	Local pedestrians using West Ave  Arrival of Ice-cream van at 11.00	During loading/unloading times use of cones (as per usual practice during tradespersons' attendance)	Ensure no vehicles permitted on church grounds outside loading/unloading times Aside from parked/stationary /Food cart & Ice cream van to be guided in by appointed stewards	DL/Team	A/A	
Erecting/dismantling of equipment before/after market hours; no shoppers on site	Stallholders/helpers	Roped off areas as necessary during process. Only stallholders permitted	Ensure no visitors/unauthorised persons currently (outside market shopping hours)	DL/Team	A/A	
Food safety	Visitors/shoppers	Ensuring in advance stallholders hold permissions & adhere to food hygiene regulations	Check stallholders PLI and Food Regulations safety/inspection docs as appropriate (prior to market)	DL/MCC	A/A	Y



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Traffic management 07:30 – 10:00 15:00 – 18:00	ALL	Outside trading hours all vehicles parked on the road except food/ice-cream van	Verbal instructions to Stallholders/Helpers /Allocated Personnel	DL/MCC	A/A	
Queueing at food cart	Customers who may push and shove spilling hot drinks	Stall holders aware. Helper observation / queue route		Duty helper/DL FA kit in Centre kitchen	ASAP	
Fire indoors at the centre	Visitors to the toilets	Fire Exits clearly signed	DL/MC notify FB as necessary	Duty helper	ASAP	
Fire outdoors	Shoppers/Stalls	No open flames to be in use/No heaters/oil lamps Where power used (fridges) awareness	Awareness of extinguishers position in the Centre Report to DL /emergency services summoned/ Evacuation to the Green	Desk Duty Helper/DL/MC	ASAP	
Adverse weather	Stallholders/Shoppers/ALL	If a MET weather	All gazebos to be weighted down by	DL/MC	ASAP	

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conditions (high winds)		warning given/or gazebos start to move, strike asap	stall holders (checks <u>before</u> start of market)			
If Cables from stalls to socket used, cover entirely with mat/use cone or signage	All using path	Cable to be covered by heavy rubber mat	Helper check it remains in place hourly	DL/Helper on hourly patrol	10 am	
Misuse of items on sale (e.g. Garden stall)	Customers handling items improperly/unsupervised children	Stall supervisor to observe/take action	Stall supervisor to call for help	Stall	As/when appropriate	
VEHICLE FIRE	Bay Tree Food van Ice-cream van	Vehicles carry on board Fire Extinguishers	Check Fire Extinguishers in place	DL	From arrival	
Market Litter/detriment left at end (2pm)	All using pathways after the market	Duty Helper Awareness at the close of the market	Regular litter patrol - maintenance/replacement and safe disposal of bin bags	Duty helper	At the close of market	

Appendix 2 – Risk Matrix = to be managed by the Standing Committee and overseen by the PCC.

In reviewing our Risks we will start by asking the following questions:

- What are our key risks?
- How likely are they to happen?
- What will be the impact?
- What can we do to reduce this risk?

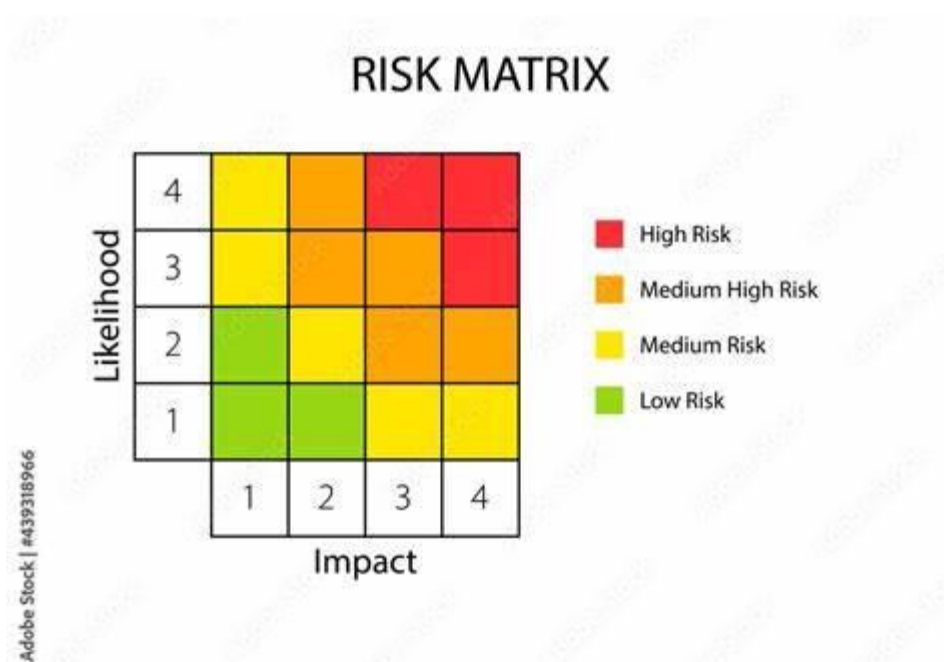
Risks will be considered under the following headings:

- Financial / Strategic
- Governance
- Operational
- Legal / compliance

Risk area	Risk	Mitigation	Avoidance	Risk score	Lead	Notes
Financial/ strategic	Failure to secure ongoing income /growth plan  Incorrect use of resources/ fraud	Grow/ expand revenue  Internal spending controls  Waste reduction plan	PCC/Sub committees continually review income & spending  Keep spending controls updated  Secure new donors		Standing committee	
Governance	Lack of effective oversight	Keep authority mandate current  Skills audit	Recruit additional trustees  Arrange training		Churchwardens	
Operational	Loss of premises due to fire	Up to date fire survey and plan  Equipment up to date	Switch off any unused equipment		All	

Legal/ compliance	Large data protection breach  Safeguarding failing  Health and Safety incident	Check privacy and security controls  Make sure all relevant training is in place	Make sure all trustees understand all relevant policies and are held accountable			
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The risk score will be calculated using the matrix below – this will be reviewed every quarter by the Standing committee and every effort will be made to reduce down the level of risk



Date Risk matrix was completed:

People involved:

Date to be reviewed: