##

**Risk Management Guide**

**Our Commitment**

* We will afford participants a say in the programs and the activities in which they participate by fostering and valuing their ideas, and encouraging participation.
* We will obtain appropriate information relating to the program participants, including children’s health and family situation, to ensure that we are able to care for their physical and emotional needs.
* All leaders will discharge their duty of care through the use of forms, checklists and templates for establishment and maintenance of safe environments in our organisation.
* A Safety team will be appointed to establish and maintain: WHS, fire safety, building safety, first aid, food safety, safe transport, incident and emergency procedures.
* Safe Community Coordinators are to complete a written approval process annually.

Team leaders should work with the Health & Safety Team to ensure that all individual programs risks have been considered and risk management steps implemented.

Use this information and the tables as a guide to assist in preparing your Approval for Event / Program. Where deciding upon activities it may be useful to ask yourself the following:

* + Could this be classified as a high-risk activity?
	+ Is there a high likelihood for damage or trauma (physical, and/or emotional)?
	+ Does the benefit of this activity outweigh the possible risks that may be involved?
	+ Can the activity be changed to reduce the possible risks?
	+ Are there critical incident and emergency procedures in place if required?
	+ Does the organisation have suitably trained and qualified people to address critical incidents or emergencies?
	+ Would the activities be covered by your insurance?

**What is Risk?**

Risk is the exposure to the possibility of such things as economic or financial loss or gain, physical damage, injury or delay, as a consequence of pursuing or not pursuing a particular course of action. The concept of risk includes the; perception that something could happen, likelihood of it occurring and consequence if it does occur.

These risks might include: workplace health and safety (include hazards), financial and administrative, property, delivery of services, public liability, litigation and/or public relations.

**What is Risk Management?**

Risk management is the process of managing your organisation’s exposure to potential liabilities. It does this by identifying risks in order to prevent them or reduce them, and by providing funds to meet any liability if it occurs.

It can be a useful exercise to do a risk assessment for your program at least annually. This does not replace a Hazard Identification. The Risk Assessment looks at what might happen, whereas Hazard Identification looks at what is present at the venue at a specific time.

Considers five key areas:

* + How likely is this risk?
	+ What is the consequence should it occur?
	+ What is the overall level of risk?
	+ What does this level of risk require to be managed appropriately?
	+ How adequately are we managing this risk?

**Determining the severity of risk**

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| **Likelihood – What are the chances the risk situation will occur during a program?** |
| VERY LIKELY | Occurs routinely & can be expected to occur during the program |
| LIKELY | Occurs often & a good chance to happen |
| MODERATE | Should occur at some time |
| UNLIKELY | Could possibly occur at some time |
| VERY UNLIKELY | Could possibly occur but would be an exceptional circumstance |

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| **Consequence –What harm could result if the situation occurred?** |
| INSIGNIFICANT | No likely injuries to person, no property damage, no financial loss, no effect on reputation of organisation, no disruption to the program, aims of program still achieved |
| MINOR | First aid treatment for person, minor property damage, small financial loss, little impact on reputation of organisation, little program disruption, most aims of the program achieved |
| MODERATE | Medical treatment to self or others, significant property damage, some impact on reputation of organisation, intervention by outside agency needed, significant financial loss, moderate program disruption, some of the aims of program achieved |
| MAJOR | Extensive injuries or permanent impairment likely, major property damage, significant impact on reputation of organisation, significant outside intervention, major financial loss, major program disruption, most of the aims of the program not achieved |
| INTOLERABLE | Permanent impairment or death, property damage irretrievable, irretrievable impact on reputation of organisation, permanent intervention required (organisational leadership), financial cost lead to closing of program, program irretrievably damaged, none of the program aims achieved |

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| **Consequence or impact** | **Likelihood** |
|  | VERY UNLIKELY | UNLIKELY | MODERATE | LIKELY | VERY LIKELY |
| INTOLERABLE | Significant | High | High | High | High |
| MAJOR | Significant | Significant | High | High | High |
| MODERATE | Medium | Medium | Significant | Significant | High |
| MINOR | Low | Low | Medium | Significant | Significant |
| INSIGNIFICANT | Low | Low | Low | Medium | Significant |

**Level of Risk**

|  |  |
| --- | --- |
| **Risk rating** | **Description** |
| LOW RISK | Regular monitoring – risk management strategies (*Hierarchy of Control Measures*) used are likely to be sufficient to manage the risk |
| MEDIUM RISK | Adapt usual risk management strategies, and monitor progress |
| SIGNIFICANT RISK | Identify management plan for specific risks, continuous monitoring by senior leadership |
| HIGH RISK | Considerable attention will need to manage unique needs of the risk situation. Question whether the program can sustain this level of risk |

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Safe Community Resources can also provide customisation services to your organisation in the area of implementation of the **Safe Community Framework** for your organisation.

**Disclaimer**: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice and have been written with due regard to Australian legislation March 2020.
Legal advice may need to be sought when responding to individual incidents.