

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

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

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

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 (<i>Hierarchy of Control Measures</i>) 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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