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| Insert Club/Event Name | Approval Date:  |  |
| Review Date: |  |
| Version No: |  |
| **President:** | Sign: | Name |
| **Vice-President:** | Sign: | Name |

**PURPOSE**

Risk Management is about assessing potential risks in your club and acting to reduce the likelihood or consequence of them occurring. A risk is defined as the chance of something happening that will have an impact upon the organisation, club or association. Risks can be physical (improving safety for participants), as well as financial, legal, ethical and social.

**POLICY**

Identifying potential risks and creating a risk management policy for the club or association, can have the following benefits;

• Good management practice

• Reducing unexpected and costly surprises

• Assistance with strategic planning

• More effective and efficient allocation of resources

• Encourage more people to participate in your activity

**PROCEDURE**

Clubs, committees and associations have a commitment to use risk management practices to support and enhance activities in all areas of the organisation.

They are required to;

✓ Develop and use a risk management plan to minimise reasonably foreseeable disruption to operations, harm to people and damage to property

✓ Ensure risk management is an integral part of all decision-making processes

✓ Identify and take advantage of opportunities as well as minimise adverse effects

✓ Strive to continually improve risk management practices

✓ Train people to implement risk management effectively

**Areas to be covered**

The following areas of risk should be covered in risk management plans: (these will

vary depending on club needs)

✓ Participants safety (Facilities, Equipment & Environment)

✓ Coaching

✓ Financial

✓ Legal / Insurance

✓ Human Resources (volunteers and paid)

A working group of at least three people (including the person responsible for the area) will determine the items of potential risk for an area above and ways to minimise the likelihood and consequence of them occurring. A variety of people with knowledge and expertise in these areas should be invited to form these working groups.

A Risk Analysis Matrix, Risk Register and Risk Action Plan are provided at the end of this policy.

**Responsibilities**

The relevant club or association’s management committee is responsible for the development and implementation of the risk management plan in the club. Members of the club will be involved in the development of the plan and will be responsible for managing risks in specific areas. For example, the Treasurer will manage the financial risks, the secretary will manage the Human Resource risks, etc.

**Monitor and Review**

The relevant club or association’s management committee will monitor and review the implementation of the risk management program. Once the plan is complete, it will be reviewed for effectiveness on a six monthly basis.

*Policy and templates adapted from:* [*www.clubhelp.org.au*](http://www.clubhelp.org.au)

**Risk Analysis Matrix**

**CONSEQUENCES:**

**Insignificant** No injuries, low financial loss

 **Minor** First aid treatment, on-site release immediately contained, medium financial loss

**Moderate** Medical treatment required, on-site release contained with outside assistance,

high financial loss

 **Major** Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss

**Catastrophic** Death, toxic release off-site with detrimental effect, huge financial lost

 **LIKELIHOOD:**

**Almost certain** Is expected to occur in most circumstances

**Likely** Will probably occur in most circumstances

**Possible** Might occur at some time

**Unlikely** Could occur at some time
**Rare** May occur only in exceptional circumstances

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| **Consequence Rating:** 1 = insignificant 2 = minor 3 = moderate 4 = major 5 = catastrophic  | **Likelihood Rating:** A = almost certain B = likely C = possible D = unlikely E = rare  |

The following table indicates a method of analysing risk, taking into consideration the likelihood of the risk occurring and the consequence the risk would have:



**Risk Register**

### To be used in conjunction with the Risk Analysis Matrix Date of risk review………………………...

##  Compiled by……………… Date………….

 Reviewed by……………… Date….………

**Function/activity………………………………….**

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| **The risk:****What can happen and how it can happen** | **The consequences of an event happening** | **Existing controls in place?** | **Consequence rating** | **Likelihood rating** | **Level of risk** | **Risk priority**  |
| **Consequences** | **Likelihood** |
| Eg. Tripped over a sprinkler head resulting in a sprained ankle  | Minor | Likely | No | 2 | D | L (low) | 2 |
| Eg. Rusty light tower collapsing resulting in death  | Catastrophic | Possible | No | 5 | C | E (extreme) | 1 |
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**Risk Action Plan**

### To be used in conjunction with the Risk Analysis Matrix Date of risk review………………………...

##  Compiled by……………… Date………….

 Reviewed by……………… Date….………

**Function/activity………………………………….**

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| **Risk (from risk register)** | **Actions to treat risk** | **Person responsible**  | **Timetable for implementation**  | **Monitoring of risk**  |
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