



RISK MANAGEMENT POLICY

Policy number		Version	1
Drafted by	Stacey Bayliss	Approved by MC on	25/01/18
Responsible person	Management Team	Scheduled review date	Feb 2019

Applies to: All Staff	
Specific responsibility: Manager & Management Committee	
Policy context:	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

INTRODUCTION

Early Connections – Coffs Coast will work to minimise the risk any particular operation poses to our organisation, our staff, our volunteers, our clients, or the general public.

PURPOSE

The purpose of this policy is to identify risks and to ensure risk management procedures are in place. The organisations policies, procedures and systems will identify, monitor and evaluate risk to ensure a safe, sustainable and well governed organisation and work environment.

DEFINITIONS

“Risk” is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to,

- ✓ Physical hazards
- ✓ Financial hazards
- ✓ Reputational hazards
- ✓ Legal hazards

POLICY

Early Connections – Coffs Coast has a duty of care to provide a safe workplace for its staff and volunteers, a safe environment for its clients, and a quality management and improvement process



for the organisation. Early Connections – Coffs Coast will put procedures in place that will as far as possible ensure that risks and their consequences are minimised.

AUTHORISATION / RESPONSIBILITIES

It is the responsibility of the Management Committee, with the assistance of the Management Team, to carry out risk management planning and analyses of the organisation, and to take appropriate measures.

It is the responsibility of the Management team to ensure that:

- ✓ effective risk management plans and procedures are in place, applicable to all relevant areas;
- ✓ risk management plans, policies and procedures are reviewed annually;
- ✓ recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and
- ✓ employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures.

It is the responsibility of the Management team to ensure that:

- ✓ risk management planning and analyses is carried out for all relevant sectors of the organisation;
- ✓ the risk management plan and other WHS Checklists / Audits are reviewed annually by the Management team and staff to ensure that no risks have been overlooked or have ceased to be relevant;
- ✓ copies of up-to-date risk management checklists and audits are kept in the Echidna Key Documents File.
- ✓ the Risk Management Plan is included in the Quality Management – Quality Improvement Register and is kept in the Echidna Key Documents File.

It is the responsibility of all employees and volunteers to ensure that:

- ✓ they are familiar with the organisation's risk management policies and procedures;
- ✓ their work practices are safe and minimise risk, and reflect the organisations risk management policies and procedures; and
- ✓ they inform the Management team if they become aware of any risk not covered by existing procedures.



- ✓ They report any WHS issues or incidents and any potential risks to the Management team as soon as practically possible.

PROCEDURES

Risk Management, Planning and Implementation

The Management team will carry out risk assessment planning, this will involve:

- ✓ identifying the risks attached to every element of the organisations operation and the likelihood of that risk eventuating;
- ✓ When risks are identified the following will occur –
 - identify the likelihood and severity of risk – categorise and priorities the risks, and then implement strategies to reduce the likelihood of identified risk / consequences practices to avert those risks;
- ✓ The priority rating of the risk will determine the timeframe around when and how risk will be dealt with. For example at priority rating of 5 will be dealt with immediately, while a priority rating of 1 may require a wait and see approach.
- identifying practices to mitigate the effects of those risks;
- recording those risks, those precautions and those remedies in the form of a deliverable Risk Management Plan, Checklists and Audits.
- the Risk Management Plan, Checklists and Audits are reviewed by the organisation at least once a year to ensure that all new risks are identified and no risks have been overlooked;
- a current copy of the Risk Management Plan is filed in the Quality Management – Quality Improvement Register and will be updated, reviewed and reported on each month to the Management Committee.

The Risk Management Plan contains the following key reporting areas -

- ✓ CATEGORY,
- ✓ POTENTIAL RISK & CONSEQUENCE
- ✓ RISK TO ORGANISATION
- ✓ STRATEGIES TO ADDRESS RISK
- ✓ RESOURCES NEEDED
- ✓ PERSON/S RESPONSIBLE
- ✓ TIMEFRAME / COMPLETED



Early CONNECTIONS™

COFFS COAST

- ✓ REVIEW / PATTERNS TRENDS / REOCCURANCE / OPPORTUNITIES TO IMPROVE
- ✓ FINAL CLOSURE

Documents related to this policy	
Related policies	<ul style="list-style-type: none"> - Quality Management – Quality Improvement Policy - WHS Policy
Forms, record keeping or other organisational documents	<ul style="list-style-type: none"> - Workplace WHS Audit - Work Station Checklist - First Aid Kit Checklist - Playground Safety Checklist - Accident / Incident Form - Near Miss Form - Emergency Evacuation Form - Induction Checklist

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	Management team	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due

Management Committee:

Signed:

Name: _____ Jan Newland _____

Date: _____ 25/01/2018 _____