

Risk Management

Both volunteers and the recipients of voluntary services are entitled to a safe and healthy environment. Management committees and boards of community organisations have a responsibility to ensure that any risks are monitored and managed appropriately. This has the potential to impact on legal liability and insurance claims.

This fact sheet provides information and sources that will help you effectively identify and manage those risks.

What is Risk Management?

Effective Risk Management is seeking to either prevent, or at least reduce an organisation's risk levels. Risk Management is also being prepared and able to reduce the impact of problems if and when they occur. It includes having plans to manage crises and ensuring there is adequate insurances to cover and reduce any potential legal liability.

Risk Management is an ongoing process that should be applied to all aspects of your organisation's activities.

WHAT ARE THE RISKS?

All organisations, depending on the nature of their operations will have different specific sources of risk. However there are several that most organisations could possibly share:

- Unsafe workplace
- No emergency and/or medical plan
- Inadequate or inappropriate insurance
- Not incorporated

WHY IS RISK MANAGEMENT A GOOD IDEA?

Risk Management is an important and simple tool for helping your volunteers and your organisation to lower risk. Risk Management begins with good strategies to protect your volunteers' health and safety and can protect your organisation from insurance claims and other potential legal action. Having a strong Risk Management Policy has many benefits for both your organisation and your volunteers who, as a consequence, will have a safer workplace. Benefits to the organisation include:

- More effective management of assets, activities, events and programs.
- Improved safety.
- Lower costs and greater certainty with budgets (not being subject to legal liability).
- Improved compliance with legal requirements and regulations.
- Enhanced image and reputation.

STEPS TO TAKE TO MANAGE YOUR ORGANISATION'S RISK:

- Have a Risk Management Policy.
- Nominate someone to have responsibility for risk management - a nominated Risk Manager.
- Identify 'key' people who will be involved in managing risk.
- Identify risks (what are they?), analyse risks (what are the elements of the risks?) and evaluate risks (health and safety, financial).
- Develop a risk elimination and reduction plan that includes risk control methods such as training programs.
- Have a clear communication strategy.
- Ensure that the board or management committee address risk management as a periodic meeting agenda item to ensure a regular review.



THE FOLLOWING RESOURCES CAN PROVIDE FURTHER INFORMATION ON RISK MANAGEMENT FOR YOUR ORGANISATION:

“Sometimes the Answer is Obvious”

A web-based Risk Management planning tool kit available from the South Australian Government at <http://www.ofv.sa.gov.au/initiatives>

Risk Management Standards

Resources on the National Standards for Risk Management can be purchased through Standards Australia at their Risk Management Portal: <http://www.riskinbusiness.com/> or Telephone: 1300 65 46 46.

“My Risk Evaluator”

This handy tool helps your organisation evaluate risk and is endorsed by the Risk Management Institution of Australia. To access this excellent resource go to <http://www.nonprofitcares.com.au> or Telephone: (03) 9600 2627.

“Running the Risk”

A risk management tool in booklet form developed by Volunteering Australia and the Department of Family and Community Services.

See <http://www.volunteeringaustralia.org> or Telephone: (03) 9820 4100

“10 Safe Steps”

This is a Canadian screening program that can be accessed at http://www.volunteer.ca/volcan/eng/content/screening/screening_steps.htm

“Insurance: What’s it all about?”

A guide to insurance booklet produced by the Council of Social Service of NSW available at: <http://www.ncoss.org.au/publications/index.html> or Telephone: (02) 9211 2599.

“Better Safe”

A book about *“Risk Management in Volunteer Programs and Community Service”* by Linda L. Graff. This book is available from Volunteering SA (08 8221 7177) or the OZVPM Bookshop: <http://www.ozvpm.com/>

“Risk Management Resource for Recreation and Sport Organisations” and “Risk Management and Insurance”

This resource can be ordered by downloading from <http://www.recsport.sa.gov.au/resources-publications/resources-publications.html>

“Risk Management”

A resource for Clubs available to download at: http://www.dsr.nsw.gov.au/industry/ryc_risk.asp