

RICHMOND HARRIERS Inc.
Incorporation No A0024162J
ABN 87 130 962 899

Risk Management Policy

Role of our organisation

Richmond Harriers Inc. has as its purpose to foster and promote participation in athletic competition including, but not limited to, track and field, cross country and road running and to do all things considered necessary to facilitate these and related health and fitness activities.

Our role therefore is to support enjoyment of athletics and to provide opportunity for participation at all levels in a safe and friendly environment.

Our risk management policy

Our policy is to ensure that everyone who attends our club is aware of his or her legal and ethical rights, obligations and responsibilities and that everyone involved in the sport of athletics ie; competitors, officials, parents, supporters and others are treated with respect and dignity and are safe and protected from both physical and verbal abuse. Richmond Harriers Inc. operates under the policy and core values as set out by Athletics Victoria Member Protection Policy.

This risk management policy is an on-going process of identification of risks and or threats to our organisation. It includes an assessment and action plan to minimise the risk level by the implementation of procedures and strategies to effectively control the risk and or threat and a review process by the committee and all concerned members on a regular basis.

The committee will maintain a risk register that includes a description of the risk or threat, the date raised, the name of the member raising the issue, a rating based on likelihood and consequence, the member or committee representatives assigned to address the risk and the mitigation and treatments that have been agreed by the committee and date implemented.

As such the risk register will be kept as a record of the risk, including mitigations and treatments to minimize the potential impact of the risk or threat. Any new risks or threats identified by concerned members, officials, athletes, AV representatives, Yarra

Council or members of the public will be included in the risk register and addressed by the committee. All mitigations and treatments put into effect should be communicated back to the person or persons raising the issue and risk register records made available for all Richmond Harriers members to review on request or as part of the annual report.

Risk Rating

All identified risks and threats will be provided a severity rating according to likelihood and consequence of the identified event occurring – see Risk Rating table below.

	CONSEQUENCE		
LIKELIHOOD	Minor	Moderate	Major
Likely	Medium	High	High
Possible	Low	Medium	High
Unlikely	Low	Low	Medium

Review Frequency

The review frequency will be linked to the Risk Rating as per below.

New Risks – Monthly meeting

High – Monthly meeting

Moderate - Quarterly

Low – Six monthly/annually

Assessment of risks

If a risk or threat is regarded as “High” action plans will be developed to reduce the risk rating. The action plan must include the names of the responsible officers to carry out an assessment of the risk level, a description of the corrective actions to reduce the risk level and a time frame in which to do it.

Mitigation and treatments will be applied where possible to reduce the severity rating or close out the risk.

Conclusion

Being an ongoing work plan with conditions constantly changing from both with-in and external influences affecting the club, it is every ones duty to ensure that the club complies with the laws and duty of care, not just the current committee.

This document was compiled by the committee

Dated : this March 2017