



Portarlington Neighbourhood House

Risk Management Policy



PURPOSE

The Portarlington Neighbourhood House is committed to competent governance, planning and management that ensures safe, efficient and effective operation of the House. We are committed to a proactive and effective risk management approach, integrating risk management into all we do and fostering an environment where everyone involved with the House assumes responsibility for managing risks.

The purpose of this policy is to develop and maintain risk awareness by Management Committee members, other members, staff, volunteers, contractors and users of the House, and avoid exposure to risk or reduce it to acceptable levels through risk management planning and implementation.

This policy applies to the Portarlington Neighbourhood House as a whole, to all of its operations, and to all Management Committee and other members, staff, volunteers, contractors and users of the House.

POLICY

The Management Committee will have primary responsibility for promoting and overseeing risk assessment and risk management for the Portarlington Neighbourhood House.

Risk management will be incorporated into the strategic and operational planning processes of the House.

The Portarlington Neighbourhood House will develop a culture of risk awareness among its Management Committee members, other members, staff, volunteers, contractors and users.

The Portarlington Neighbourhood House will endeavour to avoid or minimise the risk that any aspect of its operations poses to the House, Management Committee members, other members, staff, volunteers, contractors and users.

The governance, management and operations of the Portarlington Neighbourhood House will be conducted to avoid, minimise or deal with risks that could adversely affect the House's:

- reputation;
- decision making processes;
- business and financial processes;
- information systems;
- employment, management and support of staff and volunteers;
- physical resources and assets;
- strategic and operational planning of programs and activities; and
- implementation and delivery of programs and activities.

The governance, management and operations of the Portarlington Neighbourhood House will be conducted to avoid, minimise or deal with risks that could adversely affect the health,



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safety and well-being of Management Committee members, other members, staff, volunteers, contractors and users of the House.

The Portarlington Neighbourhood House will comply with all workplace health and safety requirements and relevant House policies.

The Portarlington Neighbourhood House will take out and maintain at an appropriate level all insurance cover commonly expected of an organisation of its type.

The Portarlington Neighbourhood House will not compromise its reputation and values by either short term or long term expediency and will comply with all relevant House policies.

The Portarlington Neighbourhood House will undertake risk assessments to determine the likelihood and level of any potential unwanted consequences for the operations of the House and its Management Committee members, other members, staff, volunteers, contractors and users of the House.

Risks will be assessed and ranked in a common and consistent manner.

Risk assessments will be used to decide how risks will be dealt with and the Portarlington Neighbourhood House will develop risk management systems, plans and procedures appropriate to the levels of identified risks to ensure risks are acceptable or avoided.

All staff and volunteers will comply with this Risk Management Policy and all relevant risk management systems and plans.

PROCEDURES

Develop risk management checklists and procedures for each of the physical assets of the House used by Management Committee members, other members, staff, volunteers, contractors and users of the House.

Develop risk management checklists and procedures for each of the programs, events and activities that the House offers to users of the House.

Develop risk management checklists and procedures for the governance and management processes of the House.

Develop and implement an incident reporting system.

Ensure all House policies and procedures are disseminated, implemented, complied with and monitored.

Ensure all relevant insurance is taken out, kept current and at sufficient levels for the



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circumstances.

Ensure all staff, volunteers and contractors are familiar with and observe the House risk management policy and procedures, and the risk management systems, plans and procedures applicable to their work.

Require all Management Committee members, other members, staff, volunteers and contractors to inform the Management Committee and/or their supervisor if they become aware of any risk not covered by the existing risk management systems, plans or procedures.

Identify and document in strategic and program plans the level of acceptable risk in forward planning, budgeting and financial management, and in anticipating the engagement with and success of programs and activities.

DEFINITIONS

- Risk** is the likely chance of something happening and the seriousness of the consequence if it does happen.
- Consequence** is the outcome of an action, inaction, event or plan.
- Acceptable Risk** is the amount of risk, including its type, the chance of it happening and the consequences that the House is prepared to accept or be exposed to at any point in time.



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ADOPTION AND REVISION HISTORY

Include policy versions, approvals, review dates etc. here. Reviewed on: May 2015
Due to be Reviewed on : **MAY 2016**

This policy was adopted by the Management Committee of Portarlington Neighbourhood House on

Signature

Signature

Print name

Print name

Position

Position