10.1	**RISK MANAGEMENT**

Applies to: Management Committee, HECIS Co-Ordinator, Staff	**Version: 1**
Specific responsibility: Management Committee, HECIS Co-Ordinator	**Date approved: 5.8.14**
	Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

The Management Committee has ultimate responsibility for safeguarding the organisation and its personnel and for ensuring that adequate risk management processes are in place. Risk management processes will be designed in order to prevent injury or harm to individuals, to protect the assets and interests of the organisation and to limit the impact of any unavoidable risk.

The Management Committee will ensure that adequate resources are made available within the budget to implement all risk management processes.

The Management Committee delegates the monitoring and reporting of risk management to the HECIS Co-Ordinator.

The HECIS Co-Ordinator will be responsible for the day to day implementation of risk management procedures and for ensuring that all staff are aware of these procedures.

PROCEDURES

Risk management plan

The HECIS Co-Ordinator will oversee the risk management plan for the organisation. The risk management plan will cover all aspects of the organisation's activities and:

- Document all potential risks and their risk rating according to the following:

<div align="center">Impact</div>

		Very high	High	Medium	Low
	Very high (almost certain)	1: Extreme	2: Very high	3: High	5: Medium
	High (probable)	2: Very high	3: High	4: Significant	6: Low
Likelihood of happening	**Medium** (may happen)	3: High	4: Significant	5: Medium	Negligible
	Low (unlikely)	4: Significant	5: Medium	6: Low	Negligible

- Identify actions to manage risk, time frames for any tasks and responsibility. This will include compliance checks to be conducted.

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The HECIS Co-Ordinator will provide a report against the risk management plan to the Management Committee. The Management Committee will review the risk management plan on an annual basis.

Compliance checks

- The HECIS Co-Ordinator will monitor the following:
- Currency and adequacy of insurance cover
- Probity and security of financial management
- Compliance with contractual arrangements, and funding agreements in particular
- Compliance of all HECIS procedures with relevant legislation
- Compliance with the following safety procedures:
    - WHS
    - Fire Safety Policy
    - Accidents and Injuries Policy
    - Critical Incidents

The HECIS Co-Ordinator will report to the Management Committee to confirm compliance checks and report any irregularities.

Staff responsibilities

All staff are responsible for maintaining an awareness of potential risks in their workplace areas, ensuring that procedures are followed and notifying the HECIS Co-Ordinator of any potential or actual risk.

DOCUMENTATION

Documents related to this policy	
Related policies	HECIS WHS Management System
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	**Person responsible**	**Approval**
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	**Date Approved**	**Approved by**	**Next Review Due**
1	19.8.15	HECIS Co-Ordinator	Aug 2016
2	8.8.16	HECIS CoOrdinator	Aug 2017
3	16.8.17	HECIS CoOrdinator	Aug 2018
4	10.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021