

# HOW TO CREATE A RISK MANAGEMENT PROCESS IN 10 STEPS

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**STEP ONE** – Recognise your responsibility. Every sailing club and Discover Sailing Centre has a responsibility to keep their participants, staff and volunteers safe. Risk Management assists clubs and centres to meet their duty of care.

**STEP TWO** – Identify your Risk Management Champions. Get a group of club members/staff together who are interested in risk management or have experience in risk management. Provide education, resources and support to your 'Champions'.

**STEP THREE** – In as much detail as required, fill out the Club Risk Management Template. Spend the required time walking around your club and identifying any risks. Take photos of these risks and write them down. Spend time brainstorming any other risks that may not be obvious and use a variety of people to get different perspectives.

**STEP FOUR** - Analyse the risks you have identified using the guidelines and matrix provided in the Club Risk Management Template. Work through the template step by step.

**STEP FIVE** – Evaluate the risks using the guidelines in the Club Risk Management Template. Identify which risks need to be treated immediately.

**STEP SIX** – Treat the risks. Develop an action plan on how to treat the risks that have been identified. Write the plan and controls down in the Risk Register provided in the Club Risk Management Template.

**STEP SEVEN** – Implement the controls and procedures that everyone has agreed upon.

**STEP EIGHT** – Monitor the risks you have identified. Update your Risk Management Document if something in your club changes, or if there is an incident, or otherwise on an annual basis.

**STEP NINE** – Develop an Incident Management Plan. Despite thorough planning, accidents can happen. Create an Incident Management Plan using the guide in the Club Risk Management Template to ensure everyone knows the club procedures in case of an emergency.

**STEP TEN** – Communicate with club members, volunteers and instructors about the risk management and emergency procedures that are in place. Conduct training and educate any new members or volunteers.