

SAMPLE RISK MANAGEMENT POLICY

1. Context

Sailing involves inherent risks and the Discover Sailing Centre/Sailing/Yacht Club acknowledges the role of risk management in the provision of a safe and controlled sporting environment.

2. Scope

This is an organisation wide policy and applies to all operations undertaken by the Discover Sailing Centre/Sailing/Yacht Club. The successful implementation of the Risk Management Policy requires a consistent and systematic approach to risk management at all levels of the Discover Sailing Centre/Sailing/Yacht Club's operation. The policy requires the provision of a Risk Management Framework.

3. Purpose

This policy is a statement of the overall approach to risk management for the Discover Sailing Centre/Sailing/Yacht Club. The purpose of this policy is to provide a framework for the minimisation or control of all risks associated with the Discover Sailing Centre/Sailing/Yacht Club activities.

The overriding purpose of implementing a risk management strategy in sailing is to:

- Endeavour to reduce the incidence of injury to participants, officials and other persons associated with the Discover Sailing Centre/Sailing/Yacht Club in its sailing competitions and general activities.
- Support an enjoyable, healthy and safe sporting environment in which individuals can participate and enjoy the sport of sailing.
- Endeavour to minimise potential club/centre liability resulting from sailing competitions and activities.

4. Principles (Refer AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines)

For risk management to be effective, all sections of the Discover Sailing Centre/Sailing/Yacht Club's risk management must have regard to the principles below in formulating a Risk Management Framework:

- Risk management creates and protects value.
- Risk management is an integral part of all organisational processes.
- Risk management is part of decision making
- Risk management explicitly addresses uncertainty in decision making and implementation.
- Risk management is systemic, structured and timely.
- Risk management is based on the best available information.
- Risk management is tailored to the nature of the activity.
- Risk management endeavours to take human and cultural factors into account.

- Risk management is transparent and inclusive.
- Risk management is dynamic, process driven and responsive to change.
- Risk management facilitates continual improvement of the organisation.

5. Process

In order to manage risk in accordance with best practice, the Discover Sailing Centre/Sailing/Yacht Club is committed to managing risk in accordance with the process set out in the Australian/New Zealand Standard (AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines) as well as Training Centre/Club's established ethical standards and values. The standard requires a Risk Management Framework and all risk management systems and methodologies should be consistent with this process. The Schematic diagram attached sets out the process described in the Australian Standard.

The standard require the Discover Sailing Centre/Sailing/Yacht Club Risk Management Strategy to be systematic and hierarchical to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the organisation. All risks so identified shall be communicated to all participants in the risk management process.

The range of risks that the Discover Sailing Centre/Sailing/Yacht Club needs to be prepared to deal with will include, but not limited to, the following:

- Sailing activities including cruising, racing and training.
- Public and professional liability responsibilities.
- Occupational health and safety responsibilities.
- Financial management.
- Organisational management and operational practices.
- Member and child protection.

6. Responsibility

Responsibility for risk management is shared across the organisation.

Key responsibilities include:

- The board is responsible for overseeing the establishment of an implementation of a risk management framework and reviewing its effectiveness. It is responsible for satisfying itself at least annually or more frequently if required that management has developed and implemented an effective risk management framework.
- Discover Sailing Centre/Sailing/Yacht Club staff and management are responsible for the effective identification, management, reporting and control of risk within their areas of responsibility, and for developing a culture of risk awareness.
- Discover Sailing Centre/Sailing/Yacht Club will assess the effectiveness of its Risk Management Plan by continual review on a thought out and structured basis. This will ensure that risks and controls are continually monitored and reviewed and will include the appraisal of the action of relevant participants in managing risks.
- Discover Sailing Centre/Sailing/Yacht Club will ensure that the board is adequately informed of significant risk management issues as they arise and the actions taken to manage risks on a regular basis, if possible prior to the next relevant board or board sub-committee meeting.

7. Review

The risk management framework and policy will be reviewed annually or earlier in response to an event or as required by a change in circumstances.

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COMMODORE (name)

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SECRETARY (name)

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Signature

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Signature

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Date

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Date

