

**RISK MANAGEMENT POLICY (TTSA-18)**

**Version:** as approved on May 2016

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**Revision History:**

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| **Revision Date** | **Version** | **Comments** |
| April 2016 | 1.0 | New policy |
| May 2016 | 1.1 | Conversion of existing policy into new policy format and annual update |

# Name

1. This Regulation shall be referred to as the Risk Management Policy.

# Source

1. This Regulation is made pursuant to rule 32 of the Constitution of Table Tennis South Australia Incorporated (TTSA).

# Introduction

1. Risk will always be part of everyday life and it is certainly a key aspect of sport and recreation. Without risk there would be limited opportunities for exploring physical and personal development. However, TTSA (and its affiliates) can provide a healthier and ‘legally’ safer operating environment Table Tennis by adopting risk management practices.
2. TTSA is committed to minimising the risk any particular operation poses to TTSA, its volunteers, clients or the general public.

# Purpose

1. The purpose of this policy is to formalise and communicate the approach to the management of risk across the department identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

# Definitions

1. “Risk” is defined as the probability that an occasion will arise that presents a danger to TTSA, its volunteers, or the general public. It includes, but is not limited to:

* Physical hazards
* Financial hazards
* Reputational hazards
* Legal hazards
* Child safety.

# Policy

1. TTSA has a duty to provide a safe workplace for its volunteers and a safe environment for its participants.
2. TTSA will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

# Responsibilities

1. It is the responsibility of the Board to carry out risk management analysis of TTSA, and to take appropriate measures.
2. The Board shall ensure that:

* a risk management policy is in place
* risk assessments are undertaken at least annually
* risk management procedures are reviewed at least annually
* volunteers are aware of all applicable risks and familiar with TTSA’s risk management policies.

1. It is the responsibility of all volunteers to ensure that:

* they are familiar with TTSA’s risk management procedures applicable to their responsibility;
* they observe those risk management procedures; and
* they inform the Board if they become aware of any risk not covered by existing procedures.

# Procedures

# Managing Risk

1. The Board shall carry out risk assessment exercises which will involve:

* identifying risks
* identifying practices to manage those risks
* identifying practices to mitigate the effects of those risks and
* recording those risks, those precautions and those remedies in the risk register.

# Risk Register

1. The Board will ensure that:

* a risk register is developed
* the risk register is reviewed by TTSA at least once a year to ensure that no risks have been overlooked and to assess the risks and associated mitigants are/continue to be effective
* a copy of the Risk Register is maintained by the Executive Director.

# Associated Documents

* Risk Management Procedure (new)
* Code of Conduct
* Member Protection Policy
* Social Media Policy
* National Police Check
* Non-Smoking Policy
* Anti-Doping Policy
* Child Safe Environment Policy (new)
  + - Conducting Criminal History Assessments
    - Child Protection guidelines Volunteers, Officials and Employees of TTSA
    - What are prescribed positions and prescribed functions?