



RISK MANAGEMENT PROCEDURE (TTSA-19)

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Revision History:

Revision Date	Version	Comments
April 2015	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 Procedure.

Source

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

Purpose

3. This framework aims to provide a comprehensive and consistent approach for managing risk throughout TTSA and supports good governance.

Introduction

4. 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.
5. Effective Risk Management is a key component of Table Tennis SA's ('TTSA') operations.
6. In accordance with TTSA's compliance policy, TTSA aims to comply with the law and other standards that are relevant to the operations of TTSA.
7. TTSA aims to identify risk issues that may/do impact on its operations and establish risk systems and procedures to effectively and efficiently manage these issues.
8. Risk management involves establishing a systematic method of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process.

Benefits of Risk Management

9. An effective Risk Management process provides a number of benefits to TTSA, these benefits include:
 - fewer surprises (proactive rather than reactive management)
 - demonstrates effective due diligence
 - improved planning, performance and effectiveness
 - improved stakeholder relationships
 - improved information for decision making
 - enhanced reputation
 - Director protection
 - minimise losses and improve organisational learning and resilience and
 - accountability, assurance and governance.

Risk Management Process

Risk Identification

10. TTSA has a number of inherent risks which are inseparable from the activities it undertakes and as such these risks have been categorised as:
 - Physical – injury or damage to persons or property

- Legal – breaching legal obligations
- Moral/Ethical – harm to TTSA’s reputation
- Financial – loss of the organisation’s assets.

Risk Analysis and Measurement

11. Risk analysis involves developing an understanding of the risk based on an assessment of consequence and likelihood. To facilitate risk analysis a Consequence and Likelihood matrix is used.

Likelihood

12. Likelihood is based on the chance of an event happening. This likelihood of an event occurring can range from rare to almost certain. To assist in the process, definitions have been provided that provides for consistency across the assessment of the risk.

Level	Descriptor	Description
5	Almost certain	<ul style="list-style-type: none"> • Event is expected to occur. • Could occur within ‘days or weeks’. • >90 per cent chance of the consequence occurring.
4	Likely	<ul style="list-style-type: none"> • Event has occurred previously and is likely to reoccur • Could occur within ‘weeks to months’. • >50 per cent chance of the consequence occurring.
3	Possible	<ul style="list-style-type: none"> • The event might occur at some time. • Could occur within ‘months to years’. • >20 per cent chance of the consequence occurring.
2	Unlikely	<ul style="list-style-type: none"> • Event not anticipated and distinct possibility it will not occur. • Could occur within ‘years to decades’. • >5 per cent chance of the consequence occurring.
1	Rare	<ul style="list-style-type: none"> • Event would only occur in exceptional circumstances. • Unlikely even in the very long term. • Considered a 100-year event

Consequence

13. Consequence is based on the outcome if the event was to occur and ranges from insignificant to unusable. Consequence can be expressed in a number of ways ie. monetary terms, ‘down time’, reputation etc

Level	Descriptor	Impact
5	Extreme	<ul style="list-style-type: none"> • Catastrophic effect on SRO’s operations and its key objectives not met. • Huge financial loss - greater than \$10,000 • Injuries result in death.
4	Major	<ul style="list-style-type: none"> • Major effect on SRO’s operations • Achievement of its objectives severely affected. • Major financial loss - greater than \$5,000 and less than \$10,000 • Injuries are extensive
3	Moderate	<ul style="list-style-type: none"> • Significant effect on SRO’s operations - some objectives not met in full. • High financial loss - greater than \$2,000 and less than \$5,000 • Injuries require medical treatment.

Level	Descriptor	Impact
2	Minor	<ul style="list-style-type: none"> Minimal impact on SRO's operations or the achievement of its objectives Medium financial loss - greater than \$500 and less than \$2,000 Injuries require basic first-aid treatment.
1	Insignificant	<ul style="list-style-type: none"> Negligible impact on SRO's operations or objectives Low financial loss - less than \$500 No injuries

Risk Score

Likelihood	Consequences				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Extreme
5 - Almost certain	Moderate	High	High	Extreme	Extreme
4 - Likely	Low	Moderate	High	High	Extreme
3 - Possible	Low	Moderate	Moderate	High	High
2 - Unlikely	Low	Low	Moderate	Moderate	High
1 - Rare	Low	Low	Low	Low	Moderate

Control effectiveness

14. When risks are being assessed to determine their residual risk, the following definitions are applied.

- **Strong** - The quality of controls are strong and robust in relation to the process being reviewed. Additional controls are not required.
- **Adequate** - The quality of controls are satisfactory for the processes reviewed. Some areas still need minor improvement but are not considered critical.
- **Inadequate** – There are little or no controls in place or they are ineffective.

Risk Evaluation

15. Risk evaluation is based on the outcome of the risk assessment process. Risk evaluation is used to determine what treatment plans (if any) need to be implemented to manage the risk as well as risk ownership.

Residual Risk	Action required	Board Reporting
Extreme	<ul style="list-style-type: none"> Certain to threaten TTSA's objectives, programs or assets. Will damage TTSA's finances or reputation Immediate action required 	Yes
High	<ul style="list-style-type: none"> Likely to threaten TTSA's objectives, programs or assets Likely to damage TTSA's finances or reputation Requires the attention of the Board of Management 	Yes
Moderate	<ul style="list-style-type: none"> Will potentially threaten TTSA's objectives, programs or assets. Will potentially damage TTSA's finances or reputation Specific responsibility should be allocated 	No
Low	<ul style="list-style-type: none"> Unlikely to threaten TTSA's objectives, programs or assets. Unlikely to damage TTSA's finances or reputation Managed by routine procedures 	No

Risk Treatment

16. There are a number of treatment strategies that can be used when managing a risk, these strategies include:

- **Risk avoidance** - deciding not to proceed with the activity or by choosing another way to achieve the same outcome.
- **Risk reduction** - reducing either the likelihood of the risk occurring, the consequences of the risk or both. Strategies to reduce the likelihood of risk include (but are not limited to); quality assurance; training; supervising; testing; inspection and process controls; or preventative measures. Strategies to reduce the consequences of risk include (but are not limited to); planning for contingencies; minimising exposure to sources of risk; or relocating an activity.
- **Risk transfer** - shifting all or part of the responsibility of the risk to another party.
- **Mitigation of consequences.**
- **Retaining the risk** after accepting that it cannot be avoided, controlled or transferred. This decision is based on a risk vs reward consideration after deliberation has been given to the risks.

Related Policies and Procedures

- 401 - Code of Conduct
- 203 - Member Protection Policy
- 406 - Social Media Policy
- 204 - National Police Check
- 407 - Non-Smoking Policy
- 408 - Anti-Doping Policy
- 201 - Risk Management Policy
- Child Safe Environment Policy
 - Conducting Criminal History Assessments
 - Child Protection guidelines Volunteers, Officials and Employees of TTSA
 - What are prescribed positions and prescribed functions?

Appendix A - Risk Register (Template)

Identified Risks	Inherent Risk				Description of additional detail, mitigants or controls	Residual Risk				
	L	C	LxC	Rating		L	C	LxC	Rating	
A) Physical - injury or damage to persons or property										
A1. Participant is injured during activity	2	2	4	Low						
A2. Table Tennis venue is damaged (purposely or otherwise)	3	2	6	Mod						
A3. Participant dies during event	1	5	5	Mod						
B) Child Safety										
B1. Child dropped off outside the coaching venue and left under care of TTSA coaches	3	2	6	Mod	<ul style="list-style-type: none"> Coach or club picked up Procedure and 	<ul style="list-style-type: none"> parent until child is to parent to pick 	2	2	4	Low
B2. Child dropped off for individual coaching with only TTSA coach in the stadium	3	2	6	Mod	<ul style="list-style-type: none"> parent arrives during the whole pick up provided to parent no other contacts if unable to pick in sight at all times until parent arrives 	<ul style="list-style-type: none"> one parent remains at the venue during the coaching session venue staff to occasionally monitor persons in attendance 	2	2	4	Low
B3. Coach delivering squad coaching with no parents present					<ul style="list-style-type: none"> one parent remains at the venue during the coaching session 	<ul style="list-style-type: none"> venue staff to occasionally monitor persons in attendance 	2	1	2	Low
B4. Children not remaining within the stadium during activity					<ul style="list-style-type: none"> venue staff to occasionally monitor persons in attendance 		2	1	2	Low
B5. Child abuse perceived					<ul style="list-style-type: none"> Child Safe Environment Policy and procedures in place includes periodical training 		1	4	4	Low
B6. Child arguing with parents - physical contact	2			Mod	<ul style="list-style-type: none"> Child Safe Environment procedures in place includes periodical 	<ul style="list-style-type: none"> procedures in place 	1	4	4	Low
B7. Parents not arrive to pick child up following activity	3		9	Mod	<ul style="list-style-type: none"> Parent, guardian of the coach Coach pick 	<ul style="list-style-type: none"> the whole until all as 	1	2	2	Low
B8. Child gets injured during table tennis activity	3	5	15	High		<ul style="list-style-type: none"> local 	1	5	5	Mod

Identified Risks	Inherent Risk				Description of additional detail, mitigants or controls	Residual Risk			
	L	C	LxC	Rating		L	C	LxC	Rating
					information provided				
B9. Child says that he/she does not want to go home with parent	2	3	6	Mod	<ul style="list-style-type: none"> Contact parent / guardian Ask child for reason If answer suggests harm to child from someone at home, report to relevant authorities If not, discuss issue with parent 	1	3	3	Low
C) Legal - breaching legal obligations									
C1.									
D) Moral/Ethical - harm to TTSA's reputation									
D1.									
E) Financial - loss of the organisation's assets									
F) General									
F1. Handling of table halves to / from the trailer (injury sustained in the process)	3	3	9	Mod					
F2. Setting up / operational control of the robot (electrical safety)	2	2	4	Low					
F3. Damage to robot - while in use by children	2	4	8	Mod					

SAMPLE