



ABN: 47 109 664 569



<b>Policy Name:</b>	<b>Risk Management Policy</b>
<b>Date of Issue:</b>	<b>June 2005 (1.1)</b>
<b>Policy Coverage:</b>	<b>Australasian Gymnastics &amp; Dance Academy (A.G.D.A.) Management &amp; Operations</b>
<b>Date of Review:</b>	<b>January 2009</b>
<b>Controlling Body:</b>	<b>Owner/Manager</b>

## **1. STATEMENT OF COMMITMENT**

A.G.D.A. is committed to providing a safe and stable sporting and work environment, where risks are minimised through proactive management. Accordingly, A.G.D.A. accepts risk management as one of its prime responsibilities, forming an integral part of all decision-making processes.

A.G.D.As' Risk Management Plan is in-line with the Australian Standards of Risk Management AS/NZS 4360:1999. All risk management activities will be carried out in-line with the principles and guidelines set out in this policy document and further detailed within our Risk Management Plan.

## **2. DEFINITION**

Risk is the chance of something happening that will have an impact on the objectives of A.G.D.A.. Action taken to treat, eliminate, transfer or reduce the risk therefore needs to address the likelihood of an event occurring, the consequences if it does occur, or both.

Risk Management is the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

## **3. POLICY APPLICATION**

This policy applies to the A.G.D.A.s management and day-to-day operations undertaken by the Owner/Manager, staff, and/or volunteers. Adoption of this policy will ensure consistency in risk management principles and procedures.

## **4. POLICY COVERAGE**

All activities undertaken by A.G.D.A. as part of it's day-to-day operations, conduct of interaction with children and young people, conduct of competitions/events, gymsport and related membership programs and/or services are incorporated.

## **5. RISK MANAGEMENT PRINCIPLES**

A.G.D.A.s' Risk Management is characterised by reliance on a number of principles. Adherence to these principles will ensure a good culture for risk management will be encouraged. These principles make A.G.D.A.s' Risk Management plan an effective and reliable tool in providing information on which the club can act to improve its performance. These principles include:-

- Leading by example in responding to risk
- Responding promptly to any concerns
- Trusting and empowering volunteers and paid staff to manage risks at all levels
- Education and training
- Ensuring the right values are instilled in young people
- Acknowledging, rewarding and publicising good risk management
- Encouraging learning from untoward or unexpected results, both positive and negative

## **6. ROLES AND RESPONSIBILITIES**

All employees, volunteers and members are responsible for ensuring that risks to themselves, others, the club and sport of gymnastics are minimised. The Owner/Manager however, has the ultimate responsibility for successful risk management taking day-to-day responsibility for the process. This section specifies the responsibilities of all parties involved in Risk Management within the Academy:-

### **The Owner/Manager**

- Ensure that the context of this policy is communicated to all levels, via distribution of the Academy's Risk Management Policy Statement in the Staff Manual and Member's Handbook package.
- Ensure risk management practices in-line with A.G.D.A.s' Risk Management plan are implemented at all levels
- Ensure that appropriate training is provided so that risk is actively minimised
- Provide appropriate resources to ensure that risk is minimised throughout the Academy
- Ensure that risk management is an intrinsic part of their deliberations and that their decisions are in line with this policy
- Report annually on the year's achievements and on any future risks which may threaten any aspect of the Academy's business
- Ensure that all sections of the Academy have the opportunity to engage in risk assessment and treatment processes
- Actively encourage reporting of risk, real or potential, and ensure that appropriate action is taken to minimise such risk
- Ensure that when implementing risk management actions, other related Academy policies are also adhered to
- Take day-to-day responsibility for risk management within the Academy.
- Ensure advice and support on risk management can be provided to staff, volunteers and members
- Ensure appropriate and up-to-date documentation of risk identification and treatment
- Provide appropriate induction on risk management and all other associated policies to new members, staff and volunteers
- Alert members and staff of any new high-impact risks, or any other matters requiring attention outside the usual process

### **Staff & Volunteers**

- Distribute information on risk management throughout their networks, as required
- Adopt and implement appropriate risk management behaviour in all aspects of their work
- Report risk, real or potential, and ensure appropriate action is taken to minimise such risk
- Ensure appropriate and up-to-date documentation of risk identification and treatment, for their particular work areas

### **Everyone**

Successful risk management also relies on the personal knowledge, perception and behaviour of all involved in the Academy and sport of gymnastics.

## **7. SUPPORT RESOURCES AND DOCUMENTATION**

To ensure risk management is an integral part of the Academy's activities, the following support resources and documentation will form part of A.G.D.A.s' risk management program:-

- ***Risk Management Policy Statement (Appendix 1)***  
: To assist in communicating the key elements of A.G.D.A.s' Risk Management Policy to members and other stakeholders.
- ***Risk Management Plan (including Action Plan)***  
: Outlining the processes that will be implemented in regards to managing, identifying, analysing, evaluating, treating, monitoring and reviewing risks within the Academy. The plan will also specify who will be responsible for the actions identified, to ensure integration with other management activities and processes.
- ***Risk Register***  
: A list of identified risks across all management and operational areas. This list ranks risks and links to the Academy's Club 10 Quality Improvement Checklist/Action Plan.
- ***Risk Data sheet***  
: A formal method for reporting risk. This sheet can be utilised by any member, staff, volunteer or trainee.

## **8. REVIEW & IMPLEMENTATION**

Regular monitoring and review of risks plays an important and integral part of the Academy's business. Risk Management will be a standard agenda item for the Owner/Manager, along with a major review being held in August each year. This process will ensure action plans are implemented and new risks are detected and managed effectively.

In addition, the Owner/ Manager will regularly review the Risk Register and meet with those responsible for managing specific risks.

## **9. ADDITIONS AND CHANGES TO POLICY**

Recommended changes to this policy may be updated, dated and circulated to all relevant stakeholders.

A.G.D.A. is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken annually. The next review date is 1<sup>st</sup> January 2008, detailed at the beginning of each policy.



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## RISK MANAGEMENT POLICY STATEMENT

### COMMITMENT

**A.G.D.A.** aims to use world's best practice in risk management to support and enhance their activities, in all areas of our organisation. We will ensure risk management is an integral part of all our decision-making processes.

A.G.D.A. will use a structured risk management program to minimise reasonably foreseeable disruption to operations, a commitment to the safety and well being of children and the protection of children and young people from harm, and damage to the environment and property. We will identify and take advantage of opportunities, as well as minimising adverse effects. A.G.D.A. will train our people to implement risk management effectively. We will strive to continually improve our risk management practices.

### RESPONSIBILITIES

The Owner/ Manager is accountable for the implementation of the risk management process and ultimately responsible for the management of risks in the business.

All personnel are responsible for managing risks in their areas, while everyone involved in the sport has responsibility for risk management.

### PROCESS

A risk management systematic process has been established, based on the Australian Standard AS/NZS 4360:19999. Everyone involved with the application of risk management should use this process for guidance.

### MONITORING AND REVIEW

The Manager will monitor and review the implementation of A.G.D.A.s' risk management program.

The Manager will facilitate the development of a common risk management approach across areas of our business by:-

- Implementing the risk management program;
- Sharing information across all areas;
- Reporting on the progress of implementing the risk management program.

### FURTHER INFORMATION

For further information on this policy and the risk management procedures, contact A.G.D.A.s' Manager:- Mrs Karen Eckel,

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