

## KSTP Risk Management Policy

**POLICY NAME:** KSTP Risk Management Policy  
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**CONTROLLING BODY:** KSTP Management

Introduction	Kachan School of Tumbling & Performance will endeavour to minimise the risk any particular operation poses to our organisation, our staff, our members, volunteers, or the general public.
Purpose	The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.
Definitions	<p>“Risk” is the probability that an occasion will arise that presents a danger our organisation, our staff, our members, volunteers, or the general public. It includes, but is not limited to,</p> <ul style="list-style-type: none"> <li>• Physical hazard</li> <li>• Financial hazards</li> <li>• Reputational hazards</li> <li>• Legal hazards</li> </ul>
Policy	Kachan School of Tumbling & Performance has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its members and a reliable development path for the organisation. KSTP will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.
Risk Management Procedures	<p><b>Responsibilities</b></p> <p>It is the responsibility of the Club Manager and Director, with the assistance of the staff to carry out risk management assessments of the organisation, and to take appropriate measures.</p> <p>It is the responsibility of the Director and Club Manager to ensure that:</p>

	<ul style="list-style-type: none"> <li>• Effective risk management procedures are in place, applicable to all relevant areas;</li> <li>• Risk management procedures are reviewed regularly;</li> <li>• Recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and</li> <li>• Employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures.</li> <li>• Risk management analyses are carried out for all relevant sectors of the organisation;</li> <li>• Risk management checklists are prepared for each relevant section;</li> <li>• Risk management checklists are reviewed regularly by relevant staff with the assistance of the Risk Management Officer/s to ensure that no risks have been overlooked or have ceased to be relevant;</li> <li>• Each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and</li> <li>• Copies of up-to-date risk management checklists are kept in a central Risk Management Register.</li> </ul> <p>It is the responsibility of all employees and volunteers to ensure that:</p> <ul style="list-style-type: none"> <li>• They are familiar with the organisation's risk management procedures</li> <li>• They observe those risk management procedures; and</li> <li>• They inform their supervisor if they become aware of any risk not covered by existing procedures.</li> </ul>
Procedures	<p>Managing Risk</p> <ul style="list-style-type: none"> <li>• The Risk Management Officer/s shall nominate appropriate officers in each section of the organisation to carry out risk assessment exercises; this should involve:</li> <li>• Identifying the risks attached to every element of their operation and the likelihood of that risk eventuating</li> <li>• Identifying practices to avert those risks;</li> <li>• Identifying practices to mitigate the effects of those risks; and</li> <li>• Recording those risks, those precautions and those remedies in the form of deliverable checklists.</li> <li>• The Risk Management Officer/s shall participate in each section's risk management exercise to ensure</li> <li>• Consistency of approach.</li> </ul> <p>Risk Management Checklists</p>

	<p>The Risk Management Officer/s will ensure that</p> <ul style="list-style-type: none"> <li>• Each section of the organisation has available to it all relevant risk management checklists;</li> <li>• Each risk management checklist is reviewed by the organisation at least once a year to ensure that</li> <li>• No risks have been overlooked;</li> <li>• Each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and</li> <li>• A current copy of each risk management checklist is held centrally in the KSTP Risk Management Register.</li> </ul>
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