

Risk Management



Risk and Pony Club

**What is risk and how does it affect you
as a member, volunteer, office bearer
or
parent?**

***“It is everyone’s responsibility
to manage and reduce the risks at Pony Club.
Its your children at risk.”
– Di Cullen PCANSW President.***

Risk and Pony Club

- **Every Pony Club regardless of size, must have a Safety Officer!
Does your club?**
- **Every Zone needs to have a safety Officer!
Does Yours?**

Name who your safety officer is?

Risk and Pony Club

Your first resource is:

www.pcansw.org.au

Especially under the “Club/Zone Management” and “Risk management” tabs.

Check regularly for updates

In particular the “Safety Officers Checklist”

Safety Briefing at club and zone

You need to give a safety briefing at the start of all pony club events:

- **Welcome new members and visitors**
- **Identify any areas that are out of bounds**
- **Identify who and where the first aid person is located**
- **Identify the evacuation point in the event of danger**
- **Identify who is the official in charge for the day**
- **Any other information that is relevant**

Risk and Pony Club

Risk Management

- **Identify the risk**
- **Analyze the risk**
- **Impact of the risk**
- **Priorities the risk**
- **Manage the process**



Identify Risks



Tools and Techniques

TOOL	SOME POINTERS
Safety Briefing	Conduct a safety briefing at the start of every event
Checklists	Safety Officers checklist, Venue Site Plan checklist,
Flowcharts	Is a visual process with simple diagrams showing how things should happen
Analysis	Careful consideration and documentation of a project and its outcomes can assist greatly with new projects.
Minutes	Record and follow up on all actions

Measuring and Documenting

What type of documentation should be used:

- **Safety Officers checklists**
- **Venue and Building checklists**
- **Signage**
- **Site plans for emergencies and evacuations**
- **Contacts lists for emergency services**
- **Suitably qualified and accredited first aid people**
- **Up to date first aid kit.**
- **Sign on book so you know who is on site**
- **Publish details of who the Club safety officer is**
- **Are all these documents available for members to view?**

Are members notified of where to find the all the Associations Policies and Procedures.

Seeking Support & Communicating Risk Management

Risk Champions – the successful management of risk requires at least one champion – don't leave it to someone else to report

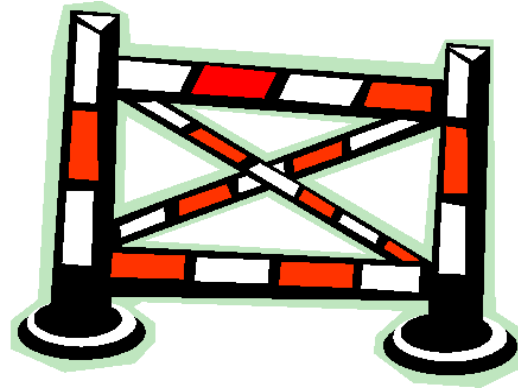
SUPPORT	COMMUNICATION
•Raising awareness	•Newsletters, website, committee meeting
•Developing risk management strategies	•Committee meetings, risk management meetings
•Communicating requirements	•Encourage contributions Suggestions, honesty, consultative
•Managing resistance	•Feedback

Risks - Implications

Simply identifying a risk is not sufficient; there must be action taken.

Research risk implies determining its:

- **Source and history – has this happened before? Why wasn't it fixed, was it fixed and fix not successful?**
- **Extent – where, why, when, who does the risk affect**
- **History – detail and document for future reference**
- **Impacts – past and potential**
- **Is it acceptable to do nothing?**
- **Controls – set up means to control risk – document all details.**



Analysing Risk



Assess Likelihood and Impact of Risk

When a risk have been identified, it must be assessed for likelihood and subsequent impact

- **Likelihood:**

- Almost certain
- Likely
- Possible
- Unlikely
- Rare

Ask the question “what is the likelihood of this happening?”

- **Impact:**

- Catastrophic
- Major
- Moderate
- Minor
- Insignificant

Ask the question “If it did happen – what would be the likely outcome?”

Risk Assessment - Matrix

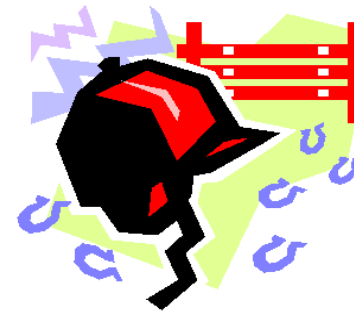
Likelihood	Severity / consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	Moderate	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

Low risk – acceptable, no further action required except documentation.

Moderate risk - conditional acceptability, further control measures to be considered. Document.

High risk – unacceptable risk, control measures must be developed.

Extreme risk – unacceptable risk, controls measures must be immediate.



Implement Risk Management

Develop Action Plans

All risks cannot be eliminated - planning reduces risks

- **Plans can be:**
 - **Action plans**
 - **Risk recovery plans**
 - **Crisis or emergency plans**
 - **Contingency plans**

Monitor and Evaluate Action Plan

There are 3 commonly accepted levels of risk plan review. These are:

- 1. Ongoing monitoring** - by all personnel as an integral club responsibility. Monitoring should be widespread across the associations' functions/events. If you see it report it.
- 2. Management review** - Agenda item at all committee meetings. These are less comprehensive than ongoing monitoring but retain a significant amount of focus on managing risk.
- 3. Audits** - These are more highly focused and are conducted at annual intervals i.e. Yearly audit of club grounds and equipment. Often done with Local council or landlord.

Summary

There is a legal requirement to have an effective OH&S Program – this includes the Risk management program

- 1. Appoint a safety officer**
- 2. Conduct audit and record results**
- 3. Add Risk management to committee meetings**
- 4. Ensure the documentation is correct**
- 5. Use incident reports – they are mandatory**
- 6. Conduct safety briefing at all club and zone events**
- 7. Walk the talk**

