

QUEENSLIFF SURF LIFE SAVING CLUB

RISK MANAGEMENT REGISTER

Queenscliff Surf Life Saving Club (QSLSC) is committed to establishing and maintaining a risk management culture within the organisation that increases the ability of the club to best meet the needs of its members. This Risk Management Register supports that objective.

Purpose

1.1 To ensure an effective and consistent approach to risk management across all operations of QSLSC activities.

1.2 To reduce the likelihood and severity of potential incidents occurring, ensuring the organisations' goals and objective are being achieved in a planned and safe manner for the benefit of all members and the surfing community.

Scope

2.1 The procedure applies to all personnel, including volunteers and paid employees, operating within QSLSC.

Responsibility and Authority

3.1 All QSLSC personnel are required to be alert to risks and to act to manage the likelihood and impact of QSLSC risks.

3.2 It is the responsibility of all levels of management to guide risk management activities throughout the organisation and conduct rigorous strategic planning and training to reduce risk.

Risk Identification

4.1 Risk management is a systematic method of identifying, evaluating and managing risks associated with the operations of QSLSC that could potentially impact on the achievement of QSLSC's objectives.

4.2 Identify the hazard that exposes the organisation to risk. For example risks (to people, property, reputation, finances) may include:

a) Equipment Failure - Ensure that all equipment used during life saving, training and competition has undergone regular maintenance checks with either repaired, replaced or disposed of.

b) Hygiene - it is important that all equipment is clean after every training and/or assessment session to ensure hygiene is maintained.

- c) Safety – on the beach, in the surf, under the sun
- d) Environmental risks - damage to people and physical resources
- e) Financial risks – liquidity, fraud, financial viability
- f) Property loss / damage – by fire, storm, flooding, theft, graffiti, etc
- g) Occupational health – injuries to our people in the course of their duties
- h) Reputation risk – not doing what we should, not keeping our commitments

Risk Evaluation

5.1 Using the table below, rate the impact or consequence that the risk may have on QSLSC by using the categories 1 to 5 in the **Impact Table** below.

Rating	Impact	Description
5	Extreme	Death, permanent disability, huge financial loss, high level reputation damage (at national level)
4	Major	Severe injury, major financial loss, significant reputation damage (at state level)
3	Medium	Medium injury e.g. broken bone, medium financial loss, partial reputation damage (at local level)
2	Minor	Minor injury, e.g. strain / sprain / gash, small financial loss, reputational impact on some members
1	Insignificant	Very minor injury, e.g. cuts, abrasions, insignificant financial loss, disquiet amongst some members

5.2 Rate the likelihood of the identified risk occurring.

Rating	Likelihood	Description
5	Almost Certain	<ul style="list-style-type: none"> • 100% chance of occurrence at some time • Common or Frequent Occurrence • Is expected to occur in most circumstances
4	Likely	<ul style="list-style-type: none"> • Event will probably occur at some time • 1 in 10 chance of occurrence (10%) this year • Likely to occur or 'has happened to us a number of times in the past' • Might occur in a 2-3 year timeframe
3	Possible	<ul style="list-style-type: none"> • Reasonable likelihood that event might occur at some time • 1 in 100 chance of occurrence (1%) • Could occur or 'I've heard of it happening elsewhere'. • Might occur in a 5 year timeframe
2	Unlikely	<ul style="list-style-type: none"> • Could occur at some time • 1 in 1000 chance of occurrence (0.1%) • Not likely to occur in a 10 year timeframe
1	Rare	<ul style="list-style-type: none"> • May occur in exceptional circumstances • Practically impossible • 1 in 10,000 chance of occurrence (0.01%) • Could happen but probably never will

5.3 Once the impact and likelihood of the risk has been assessed, a determination is required of what action should be taken based on the **risk score (Impact x Likelihood = Risk Score)**.

For Example: 2 (Minor Impact) x 4 (Likely to Occur) = 8 Moderate Risk Score

Risk Analysis: Likelihood * Impact Scores and Risk Rating

Likelihood Impact

	1 Insignificant	2 Minor	3 Medium	4 Major	5 Extreme
1 Rare	1 Low	2 Low	3 Low	4 Low	5 Moderate
2 Unlikely	2 Low	4 Low	6 Moderate	8 Moderate	10 Significant
3 Possible	3 Low	6 Moderate	9 Significant	12 Significant	15 High
4 Likely	4 Low	8 Moderate	12 Significant	16 High	20 High
5 Almost Certain	5 Moderate	10 Significant	15 High	20 High	25 High

Risk Management

Likelihood * Impact Score Risk Rating Risk Management

15 - 25	High Risk	High Risk Action Plan
9 - 14	Significant Risk	Senior Management responsibility specified
5 - 8	Moderate Risk	Management responsibility specified
1 - 4	Low Risk	Manage by routine procedures

6.1 All risks identified are required to be logged into the risk register, specifying how the identified risk is to be managed and what action, if necessary, has been taken to reduce or remove the risk to the organisation. The QSLSC is at Attachment 1.

6.2 Develop a High Risk Action Plan (HRAP) for identified High Risks if any (risk scores of 15 or higher)

6.2.1 Investigate and evaluate possible courses of action with consideration given to the following questions:

- (a) Acceptable to stakeholders?
- (b) Easy and quick to implement?
- (c) Requiring approval from a higher authority?

- (d) Compatible with other actions already implemented?
- (e) Potential for adverse long or short term effects?
- (f) Affect on the environment?
- (g) Equitable - with impacts benefit being distributed fairly?
- (h) Breaching any regulatory requirements?
- (i) Introducing new risks?

6.2.2 Document the action(s) to be taken for each identified risk

6.2.3 Define who is responsible, establish a schedule, determine the expected outcomes, and the resources currently available (physical, human and financial).

6.2.4 Identify how the implementation of the plan will be assessed and measured against objectives and how frequently review will occur.

Risk Management Review

7.1 Monitor and Review, to ensure:

(1) The implementation of the controls did occur

(2) The controls were effective

a) Have the control measures been successful in eliminating or reducing the risks?

b) Have the control measures created any new risks?

(3) Follow up action is completed, including any need for information, instruction or training

7.2 If the risk has not been controlled then alternative control measures will need to be implemented.

7.3 Annual internal audits within three months following the AGM on the Risk Action Plan for the purposes of its continuing relevance and to assist in identifying new High Risk areas.

18 August, 2013

Attachment 1

QSLSC Risk Register

RISK	LIKELIHOOD	IMPACT	SCORE	RISK RATING	HOW MANAGED	WHO RESPONSIBLE
People						
Drowning- patrol hours	3	5	15	High	Lifesaving instruction, proficiency, HRAP	Lifesaving Coordinator
Serious accident / condition	3	5	15	High	Lifesaving instruction, proficiency, HRAP	Captain
OH&S issue	4	3	12	Significant	OH&S training, Insurance. Lifesaving instruction / proficiency	Captain Lifesaving Coordinator
Sunburn, stings, etc	5	2	10	Significant		Child Protection Officer
Child molestation	3	4	12	Significant	Internal publicity, vigilance	President
Sexual harassment & bullying	3	4	12	Significant	Internal publicity, vigilance	President
Discrimination	3	4	12	Significant	Internal publicity, vigilance	President
Property						
Serious fire, flood, storm damage	2	3	6	Moderate	Insurance	Gen Activities Manager
Loss of boards, skis, etc - theft, other	5	2	10	Significant	Asset registers compiled and managed	Snr VP - Competition
Loss of office, other equipment	5	2	10	Significant	Keys control, insurance	Snr VP - BA
Reputation						
Harassment, bullying, discrimination	3	4	12	Significant	Internal publicity, diligence	President
Other inappropriate behaviour	3	4	12	Significant	Internal publicity, diligence	Captain
Inappropriate messaging	2	3	6	Moderate	Message checking	Secretary
Finances						
Unauthorised payments	1	5	5	Moderate	Finance Policies and procedures, audit	Treasurer
Budgeting error	2	2	4	Low	Two parties responsible	Treasurer
Fraud - internal party	3	3	9	Significant	Control of keys, signature authorities	President
Fraud - external party	3	3	9	Significant	Control of keys, dynamic monitoring	Treasurer