1.4 Risk Management Procedure

**Procedure**

A risk analysis will be carried out, in accordance with the Risk Management Policy, <Insert Organisation Name>’s Work Health and Safety Policies and Procedures, and the Board’s Risk Management Policy, on all volunteer positions and activities before the volunteer commences.

As part of the process, a risk management plan detailing perceived risks and mitigation strategies will be drawn up and responsibility for its implementation and review will be assigned by the <Insert Position>. Risk management is inherent to the Volunteer Recruitment, Screening, Selection and Induction Policies and Procedures.

Each risk analysis will be recorded using <Insert Organisation Name>’s risk assessment documentation, stored on the shared drive and made available to all relevant personnel, including volunteers. Risk management will be built into volunteer inductions and monitored in accordance with the Work Health and Safety Policy and Procedure. Each risk analysis will be reviewed annually by supervising staff in consultation with the volunteer, in line with the Continuous Improvement Policy. The results of this review will be communicated to the <Insert Position>.

The <Insert Position> will be responsible for the development or amendment of risk management plans, which may occur as part of the review process. The <Insert Position> may delegate this process to supervising staff, and approval must be sought from the <Insert Position> before any new or amended plan is implemented. The approved plan will be communicated to relevant staff and volunteers in line with the Communication with Volunteers Policy and Procedure and <Insert Organisation Name>’s Staff Communication Policies and Procedures.

**Application**

This procedure is the responsibility of the <Insert Position> in consultation with supervising staff and volunteers.

**Standards**

1.1-1.4, 2.1-2.3, 3.3, 3.4, 4.3, 4.4, 5.1, 5.3-5.5, 6.1, 6.2, 8.1-8.4

**Related Policies and Procedures**

* <Insert Organisation Name> Board Risk Management Policy
* Risk Management Policy
* Volunteer Involvement Policy
* Work Health and Safety Policy and Procedures
* Position Description Development and Review Policy and Procedure
* Volunteer Recruitment Policy and Procedure
* Volunteer Screening Policy and Procedure
* Volunteer Selection Policy and Procedure
* Volunteer Induction and Orientation Policy and Procedure
* Communication with Volunteers Policy and Procedure
* <Insert Organisation Name> Staff Work Health and Safety Policy and Procedure

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| Approved | CEO | Signature |  |
| Review | Annual | Next Review Date |  |