

## **RISK MANAGEMENT POLICY**

### **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:**

“**Risk**” is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our members and Centre users, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

### **Scope:**

The Maldon Neighbourhood Centre will endeavor to manage the risks to our organisation, our staff, our volunteers, our members, Centre users or the general public which will affect the achievement of our objectives.

### **Responsible Parties:**

The Committee of Management is responsible for the identification of Strategic Risks to the organisation, our staff, our volunteers, our members and Centre users, or the general public and the development, review and effective implementation of procedures which manage these risks.

The Centre Coordinator, in liason with the Program Support Worker, Market Coordinator, Childcare Coordinator, Community Bus Working Group and other relevant staff and working groups, is responsible for the identification of Operational risks to the organisation, our staff, volunteers, members and Centre users, or the general public and the development, review and effective implementation of procedures which manage these risks.

### **Policy:**

The Maldon Neighbourhood Centre has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its members and Centre Users, and a reliable development path for the organisation. The Maldon Neighbourhood Centre will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted

### **Related Documents:**

Risk Management Procedure.

Policy Reference Number: POL2014009

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**Maldon  
Neighbourhood  
Centre Inc**

Friendship & Learning