



**ADELAIDE  
UNIVERSITY  
SPORT**

# Risk Management Procedure

# Contents

Purpose .....	3
Scope.....	3
Procedure.....	3
Step One: Identify Risk .....	3
Step Two: Assessment of Risk .....	3
Step Three: Mitigation.....	4
Step Four: Ongoing Monitoring.....	4
Risk Management Documentation.....	4
References.....	4

## Purpose

This Policy supports the identification, assessment, treatment, and ongoing management of risks in the business of AUSF.

## Scope

This Policy applies to all team members managing in carrying out the work of AUSF.

All events that AUSF manage are be required to have:

- A detailed timeline that outlines key dates, actions, tasks and the people to be involved, including a reporting line/authority approval process
- A comprehensive risk management plan
- Clear coordination and communication guidelines for those involved

AUSF affiliated clubs will carry out risk management accordingly for events which involve alcohol or trips outside of South Australia. Activities that occur as part of regular club tasks (such as post game social events) are excluded from this requirement. The Club Risk Management Register shall be used in this instance.

## Procedure

AUSF are responsible for the identification, assessment, mitigation, and ongoing management of risks. Each stage is described in detail below.

### Step One: Identify Risk

Risks can occur at any stage and risk management exists to reduce the likelihood of these risks eventuating using careful management.

In particular, AUSF shall assess risk for the following:

- On and off campus events expected to involve more than 50 people
- Large sporting activities
- New business strategies and/or activities
- For activities with a budget over \$50,000.
- Any others deemed necessary by the General Manager or the AUSF Board of Management.

Risks shall be recorded and assessed using the Risk Register template.

There are some anticipated risks which are address by AUSF Policies which include:

- Child Safe Environments, 018
- Member Protection – Safe Sport Policy, 015
- Document and Record Control Procedure, 010
- Privacy Policy, 028

### Step Two: Assessment of Risk

Risks are assessed by AUSF using the following system.

Determine intensity using the following measures

High	Risk of death or serious injury, or cause the business significant failure
Medium	Potential for injury or business failure
Low	Unlikely to cause injury or have an impact on business operations

Determine likelihood using the following measures:

High	Will most certainly occur
Medium	May occur
Low	Unlikely to occur

This provides a calculation and measure of risk:

Severity	Low	Medium	High
<b>Likelihood</b>			
Low	Not action required	No action required	Mitigate
Medium	Mitigate	Mitigate	Mitigate and monitor
High	Mitigate	Mitigate and monitor	Mitigate and monitor

### Step Three: Mitigation

For the relevant risks, mitigation is necessary. This shall be a meaningful review of the risk, identification of ways in which the risk can be reduced, and then include a final post mitigation risk assessment.

Mitigation can include things such as the following:

- Providing training or first aid services
- Determining costs associated with business ventures
- Obtaining grants to cover costs
- Completing safety checks
- Providing instructions and guidance
- Establishing a code of behaviour
- Ongoing risk management and monitoring

### Step Four: Ongoing Monitoring

Risks identified as high shall be monitored regularly at agreed and recorded intervals for compliance with mitigation activities and to reduce the likelihood of serious risk.

## Risk Management Documentation

Risk Management is described in this procedure however risks are captured in a Risk Register for each event, activity, etc.

The Risk Register shall follow the AUSF Risk Register Template and shall be kept according to the Data and Document Control Procedure.

## References

Risk Register, 005

Document and Record Control Procedure, 010

Child Safe Environments, 018

Member Protection – Safe Sport Policy, 015

Privacy Policy, 028

Club Risk Management Register, 024