



# Mountain Bike Australia Club Resource: Running and Incorporated Association: Risk Management

---

## 1. What is Risk Management

Risk management is about protecting your members and visitors from injury or death, as well as protecting your organisation from legal liability, high insurance costs and reputational damage.

All not for profit organisations are exposed to a number of risks simply by virtue of the nature of the activities that they undertake. It is the management committee responsibility to ensure that people and property are properly protected.

Risk management simply means being aware of the potential for something to go wrong and taking steps to remove or minimise the risk. ([www.committee.com.au](http://www.committee.com.au))

Sport organisations can experience different types of risk including:

- Physical (Safety)
- Performance (Reputation)
- Legal (Legislation & Action)
- Financial (Fraud and theft)
- Data (Storage and privacy)
- Behaviour (Bullying)

## 2. Safer Approach to Risk Management

The **SAFER** approach to risk management is a five (5) step process to systematically reduce the level of risk through hazard identification and control.

**SEE IT** – Identify the hazards

**ASSESS IT** – Risk assessment

**FIX IT** – Control the risk

**EVALUATE IT** – Evaluate the risk

**REVIEW IT** – Review

It is essential that there is consultation and communication throughout each step of the SAFER risk management process.

### Step 1: See it

This step involves identifying the risks. There are several ways in which to identify risks including:

- Inspections
- Hazard report
- Injury reports and injury maps
- Volunteer feedback
- Audits

Step 2: Assess it

Once hazards are identified it is necessary to determine the level of impact they pose to the health, safety and welfare of people and your organisation. Risk assessment is the process of estimating the magnitude of risk and assists in determining what controls will be implemented.

To assist in assessing the level of risk, there are four key questions to ask:

- What can happen? List risks, incidents or accidents that might happen by working through each activity and area of operation of your association to identify what might happen.
- How and why it can happen? List the possible causes and scenarios or description of risk, incident or accident.
- What is the likelihood of each of them happening?
- What will be the consequence if they do happen?

To assist with prioritising each identified risk it is important to consider the consequences and the likelihood of risk in the context of the activity, nature of your club and any other factors that may alter the consequences or likelihood.

Consequence – Identify the most likely outcome of a potential accident.

Consequence	Description of Consequence
1. Insignificant	No injuries, low financial loss
2. Minor	Injury requiring First Aid treatment (eg. Minor cuts, bruises), medium financial loss
3. Moderate	Injury requiring medical treatment, high financial loss
4. Major	Extensive injuries requiring specialist treatment or hospitalization, loss of reputation, breach of law, major financial loss
5. Catastrophic	Loss of life, permanent disability or multiple serious injuries, legislative or legal action, huge financial loss.

Likelihood – Estimate the likelihood the accident will occur and result in the above consequences.

Likelihood	Description of Likelihood
1. Rare	May only occur in exceptional circumstances.
2. Unlikely	Not likely to occur.
3. Possible	Might occur at some time.
4. Likely	Will probably occur in most circumstances.
5. Almost certain	Is expected to occur in most circumstances.

Risk Priority – determines the nature of the risk and the action required. This scale provides indicators to assist with decision making on what actions are required to reduce the risk.

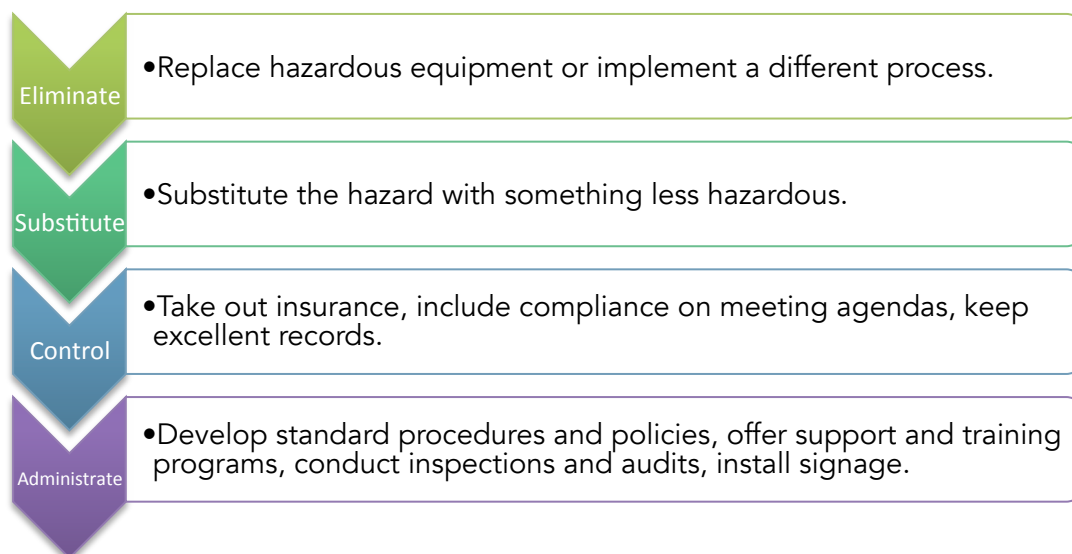
	5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Insignificant
5 Almost certain	Extreme	Extreme	Extreme	High	High
4 Likely	Extreme	Extreme	High	Medium	Medium
3 Possible	Extreme	High	High	Medium	Low
2 Unlikely	High	Medium	Medium	Low	Low
1 Rare	Medium	Low	Low	Low	Low

**Key**

Extreme	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention.
High	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation.
Medium	Medium risks that are likely to arise or have serious consequences requiring attention.
Low	Minor risks and low consequences that may be managed by routine procedures.

It is important to establish the context when conducting risk assessments as the context may influence the likelihood and consequence.

Step 3: Fix it – Once the risks associated with specific hazards have been identified something needs to be done to control the risk. The hierarchy of control diagram below will assist to identify the best method to fix the issue and/or reduce the risk.



The type of control required will depend on what is reasonably practical and may include a combination of the above.

To ensure the risk control activity is implemented an action plan should be prepared and implemented. The what, who and when? Below is a sample action plan template.

ACTION PLAN		
Action	Who	Completion Date
1. Organise first aid training for new club event officials.	Billy Bloggs	24/6/2015
2. Set up and maintain a register of first aid qualifications of club committee and volunteers.	Sue Smith	15/5/2015

Step 4: Evaluate It – It is important to go back and evaluate the risk controls and regularly review them in case something has changed. Things to consider include:

- Check that the risk controls are effective by reassessing the risk to determine what effect the risk control has had.
- Check that new hazards have not been introduced into the club.
- Check that general changes in the club have not created more hazards.
- Check that updates to the legislation are taken into consideration.

Step 5: Review It – How is the risk management process working?

Review is an important step in the process to ensure continuous improvement. Conduct a review after the remedy has been in operation and ask:

- Has the remedy been successful – fully or partially?
- Has the remedy exposed risks that were not identifiable before?
- Should we or can we improve the remedy further?

Risk management is an integral part of all areas within an association and it should be incorporated into the operational and management processes of all levels of an association

### 3. Resources and Templates

Ourcommunity.com.au [risk management help for not-for-profits](#).  
[Australian Sports Commission](#)

END