Easy Read - Risk Management Policy

About this Form	
This policy talks about managing risks.	

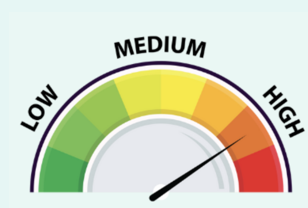
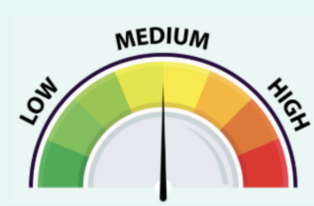
What is a risk?	
A risk is a chance that something bad, unsafe, or unexpected might happen.	
We check for risks in many ways to keep everyone safe.	
Our team has meetings called 'participant check-ins' which we use to talk about risks.	

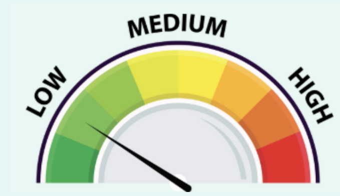
We complete risk assessments for each participant and plan how we will manage them together.	
We identify workplace risks and how we will manage them.	
We learn from incidents or events involving risks.	

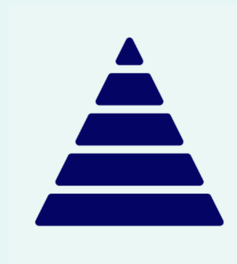
Types of risks	
There are many types of risks.	

There are risks involving participants.	
There are operational risks.	
There are financial risks.	
There are compliance risks.	
There are market and environmental risks.	

The risk matrix	
We can see how serious a risk is using a risk matrix.	
This measures how likely a risk is to occur, and the impact.	
We manage risks differently depending on how they are rated.	

Risk management	
High risks require immediate action.	
Medium risks require us to take action soon.	

Low risks we can manage using daily rules.	

How we control risks	
When we identify a risk, we need to manage it using a list called the hierarchy of controls.	
First we try to eliminate the risk.	
Next we swap the hazard for something safer if possible.	

Then we isolate the risk, but taking the danger away from others.	
We then use a tool or machine to make it safer.	
We also might change rules, or provide better training to staff.	
We can also wear protective equipment, like gloves or masks.	

Documenting risks	
It is important to document risks.	
We use a risk register to record a list of all larger risks.	
Our management team meets regularly to review risks.	

Need help?	
If you want our help, tell us.	

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