



Albany Equestrian Centre

Risk Management Policy

Management Committee Decision:
Version: 1.0
Effective Date:

Record of Amendments

Version	Date	Details of Changes	Comments
1.0	11 Jan 2018	Adoption of Policy	Management Ctee Meeting

Purpose

This policy is a statement of the overall approach to risk management for the Albany Equestrian Centre. The purpose of this policy is to provide a framework for the elimination or control of risks associated with Albany Equestrian Centre activities.

The overriding purpose of implementing risk management in equestrian activity is to:

- Reduce the incidence of injury to participants, officials and other persons associated with A.E.C. equestrian competitions and activities.
- Provide a fun, healthy and safe sporting environment for individuals to participate and enjoy the sport of horse riding.
- Minimise potential A.E.C. liability because of poorly managed equestrian competitions and activities.
- Identify risks and monitor the management of fundamental risks to reduce the likelihood of unwelcome surprises.

Context

Risks are inherent in all aspects of equestrian activity and the Albany Equestrian Centre acknowledges the role of risk management as critical to the safe and controlled provision of the sport to members, officials, volunteers and spectators.

Scope

This is an organisation wide policy and applies to all operations undertaken by the Albany Equestrian Centre. The successful implementation of the Risk Management Policy requires a consistent and systematic approach to risk management at all levels.

Range of Risks/Risk Assessment

The range of risks that the Albany Equestrian Centre needs to be prepared to deal with include:

- Public and Professional Liability responsibilities
- Occupational Health and Safety responsibilities
- Fiscal Management
- Organisational Management and Operational practices
- Member Protection

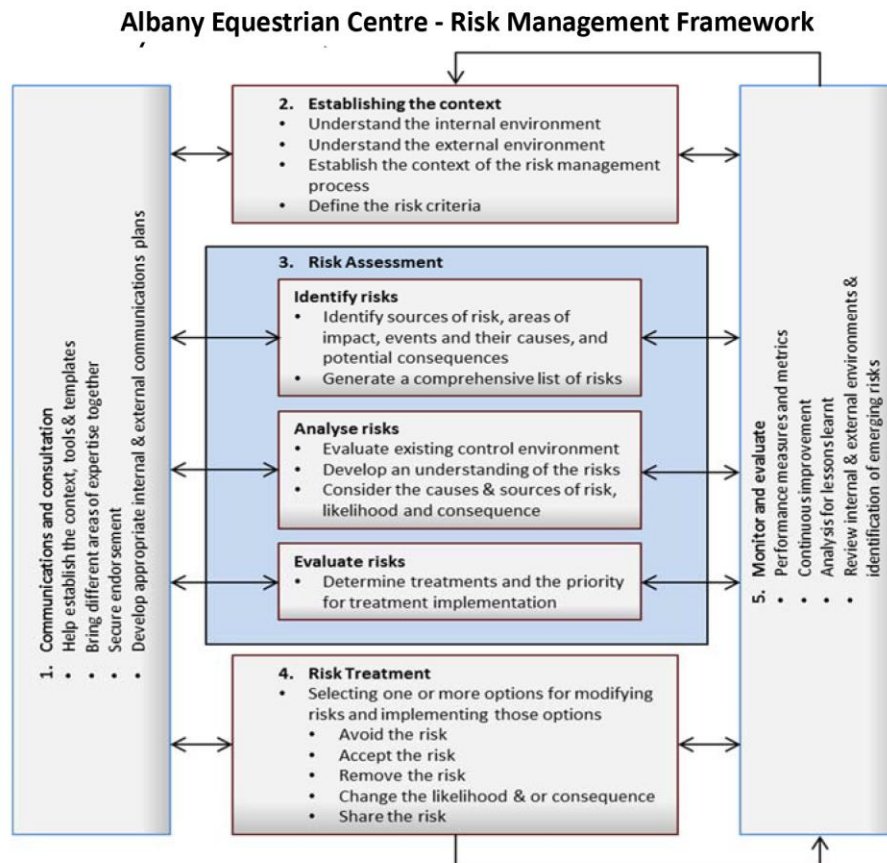
Principles

- For risk management to be effective, all sections of the Albany Equestrian Centre must comply with the principles below:
- Risk management is part of decision making.
- Risk management is systematic, structured and timely.
- Risk management is based on the best available information.

Process

The Albany Equestrian Centre operates a risk management/framework as follows:

- A review/appraisal of the previous year's risk management report
- A 'risk identification' exercise for the year ahead
- Evaluation/analysis of identified risks using risk assessments
- Manage/treat risks through application of risk management techniques
- Record and monitor risks using risk registers
- Assigning responsibility for risks to appropriate personnel.



Responsibility

Responsibility for risk management is shared across the organisation - members, officials, volunteers and spectators

Review

The risk management framework and policy will be reviewed annually or earlier in response to an event or as required by a change in circumstances.

Risk Evaluation

The Albany Equestrian Centre utilises the following guides to identify and evaluate risks:

RISK OUTCOME					
Low	Albany Equestrian Centre - Inherent Risk Rating Matrix				
Moderate					
Significant					
High					
Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Rare 1	1	2	3	4	5

Albany Equestrian Centre - Risk Likelihood

Rating	Description	Likelihood of Occurrence	Probability
5	Almost Certain	Incidents will occur frequently each year	Multiple times per year
4	Likely	Incidents will almost certainly occur each year	1 per year
3	Possible	Incidents will possibly occur every 2 to 3 years	1 in 2-3 years
2	Unlikely	Incidents are unlikely; every 3 to 5 years	1 in 3-5 years
1	Rare	Incidents possible in exceptional circumstances;	1 in 5+ years

Albany Equestrian Centre - Risk Rating

Risk Rating	Minimum treatment required	Description
Very high risk (Catastrophic)	Reject and avoid or mitigate	Immediate action required to either eliminate the risk entirely or to reduce the risk to a low, medium or high rating.
High risk	Accept and mitigate	These risks need to be mitigated with actions as required and managers need to be assigned these risks.
Medium risk	Accept	Manage by specific monitoring or response procedures.
Low risk	Accept	Manage by routine procedures.