



NAME OF POLICY: Risk Management

RATIONALE

At NMLL we endeavour to minimise the risk that any particular operation poses to our organisation, our staff, our volunteers, our students, or the general public. The purpose of this policy is to ensure that actions are taken by NMLL that minimise the chance of something happening that will have an impact on NMLL's objectives.

DEFINITIONS

Risk Management – the process of *thinking* systematically about all the possible risks, problems or disasters before they happen; of making a realistic *evaluation* of the true level of risk; and of *setting up* procedures that will either avoid the risk or minimise its impact

Risk Management Plan – this refers to the *document* which identifies the nature of the risks that apply to NMLL and the procedures for how they can be fixed or how their impact can be minimised.

PRINCIPLES

This policy is based on the principles that risk management at NMLL:

- is an integral part of organisational processes and demonstrates high standards of behaviour
- assists the organisation to run effectively and efficiently
- creates value, i.e. resources expended to minimise risk are less than the consequences of inaction
- is based on the best available information
- is continually or periodically re-assessed

RESPONSIBILITIES

The NMLL Manager oversees the implementation of this policy by ensuring that

- members of the Committee of Management are aware of their obligation to identify applicable risks to NMLL, the probability of them occurring, and the level of impact to the organisation should they occur
- the Risk Management Plan required to implement the policy is established and maintained and reviewed on a regular basis
- staff are informed of the Risk Management Plan and of their role in implementing strategies to reduce particular risks.

PROCEDURES

Implementation of this policy is undertaken by establishing and maintaining a Risk Management Plan which includes the following components:

1. **Identification of applicable risks to NMLL**

All applicable risks to NMLL are identified and documented. They include, but are not limited to,

- Financial risks
- Property management risks
- Personal injury risks
- Legal liability risks
- Business viability risks

2. **Evaluation of the true level of risk**

Each risk is given a risk rating of Low, Medium or High based on its

- probability of occurring at NMLL and
- impact on NMLL should the risk occur

3. **Identification and communication of strategies to reduce risk**

For each risk, strategies are identified and put in place to either avert the risk or minimise the effect of the risk should it occur.

Risks, the precautions taken, and remedies to be put in place, should be communicated to staff, volunteers and students where necessary.

4. **Reviewing the Risk Management Plan**

The Risk Management Plan should be reviewed on an annual basis to ensure all applicable risks have been identified, and that procedures are in place to avert the risk or to minimise its impact.

RELATED FORMS AND MATERIAL

NMLL Risk Management Plan

CHANGE HISTORY	Initial approval date: 23 rd October 2013
Date last reviewed: 23 rd October 2013	This version approved at Committee of Management Meeting on 23 rd October 2013
Policy review due: August 2015	