

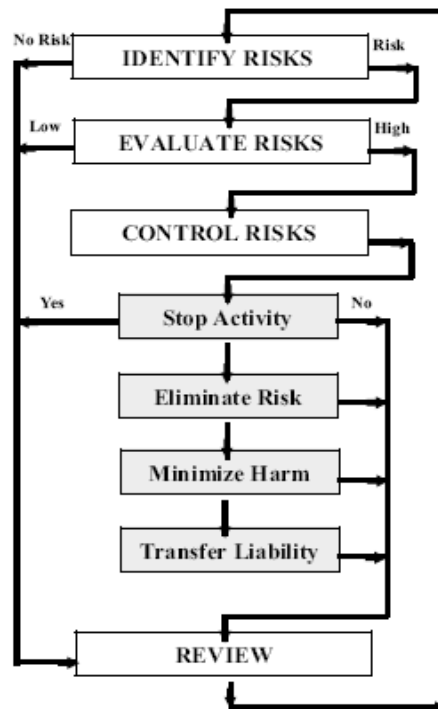
## Risk Management

1. Risk management is about dealing with uncertainties. It is about the potential for, and the forecasting of risks, and doing everything reasonable to control them (Graff, 2003).

2. Some risks<sup>1</sup> that may arise from volunteer involvement include:
- Injury or death of client, volunteer, staff and member of the public
  - Abuse of clients (physical, emotional, sexual, or financial) by volunteers or vice versa
  - Theft, misappropriation of funds, fraud
  - Loss or damage to property.

In addition, there may be loss of organisational reputation or public trust.

3. The above list is not exhaustive. While risks exist in life and in volunteer management, risks can be managed using the risk management process<sup>2</sup> shown below.



4. A sample risk assessment form is shown on the next page as a guide on how risk management may be carried out.

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<sup>1</sup> Graff L (2003), *Better Safe: Risk Management in Volunteer Programs and Community Service*, Ontario, Linda Graff & Associates Inc

<sup>2</sup> Ibid, p.52

# Risk Assessment Form

SAMPLE

Programme/Event *Play group for young mothers in a home setting*

Volunteer Position/Responsibility \_\_\_\_\_

Steps to Risk Management																
<p><b>1. Identify the potential risks in the programme or position</b></p>	<p>Risk 1: <i>Injury to children if pets are present</i></p> <p>Risk 2: <i>Injury to children from hot liquids spillage in kitchen or breakable crockery</i></p> <p>Risk 3: <i>Food poisoning</i></p>															
<p><b>2. Evaluate the frequency and severity* for each risk and then prioritise risks</b></p> <p>* magnitude of harm</p>	<table border="1"> <thead> <tr> <th>Priority</th> <th>Frequency</th> <th>Severity</th> </tr> </thead> <tbody> <tr> <td>Risk 1</td> <td><i>High</i></td> <td><i>Low-Medium</i></td> </tr> <tr> <td>Risk 2</td> <td><i>Low</i></td> <td><i>Medium-High</i></td> </tr> <tr> <td>Risk 3</td> <td><i>High</i></td> <td><i>Medium-High</i></td> </tr> <tr> <td>Risk 4</td> <td><i>Medium</i></td> <td><i>Medium</i></td> </tr> </tbody> </table>	Priority	Frequency	Severity	Risk 1	<i>High</i>	<i>Low-Medium</i>	Risk 2	<i>Low</i>	<i>Medium-High</i>	Risk 3	<i>High</i>	<i>Medium-High</i>	Risk 4	<i>Medium</i>	<i>Medium</i>
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Risk 4	<i>Medium</i>	<i>Medium</i>														
<p><b>3. Control risks: what realistic control measures/ actions you can take to remove/reduce risk to an acceptable level?</b></p>	<p><b>Control Measures/ Actions:</b></p> <p>Risk 1: <i>No pets allowed at event</i></p> <p>Risk 2: <i>No entry for children into kitchen and remove breakable items</i></p> <p>Risk 3: <i>Observe good food hygiene practices.</i></p>															