## Risk Management Policy Template

This template policy in general in nature and is provided as a guide only. This template was developed in March 2019. Please check for any changes to terms of business or instructions.

Organisations that need to apply any of the supplementary practice standards within the NDIS will need to ensure include additional requirements outlined in the supplementary practice standards in this policy.

**Policy statement**

[Organisation] has a legal and ethical obligation to ensure its staff, people with disability and visitors are not harmed during the use of [Organisation’s] services. This policy outlines how [Organisation] prepares for and responds to risks as part of [Organisation’s] ongoing commitment to providing safe, high-quality services.

[Organisation] is a registered NDIS provider and accredited/registered with [insert name of accreditation scheme] and is subject to the [WA Quality System/ NDIS Quality and Safeguarding Commission].

**Scope**

This policy applies to all employees and volunteers and supports [Organisation’s] risk management strategy and good governance of organisational and individual risk. This policy works alongside individual safeguarding policy and the Code of Conduct

The Board supports the CEO to identify, mitigate and manage risk with the organisation. The [title of position] is responsible for maintaining the risk register and ensuring Managers implement risk treatments as directed.

**Principles**

* [Organisation] services should be safe for people to use.
* While some risks cannot be eliminated, action is taken to identify risks and remove, minimise or manage them.
* Risks and the plans to mitigate them are documented.
* People accessing [Organisation’s] services will be informed about any risks.
* [Organisation] is committed to continuous improvement and adapts its services to improve safety on an ongoing basis.

**Procedures**

A risk assessment is undertaken for all organisational processes, services, products and assets.

Risks are assessed based on their likelihood and the potential for harm. Resources are provided to eliminate, minimise or manage risks. Responses must be proportionate to level of risk.

[Organisation] maintains a risk register that is reviewed following any complaint, accident or incident. The risk register is also routinely reviewed annually.

[Organisation] complies with all mandatory reporting requirements related to safeguarding of people with disability, quality management and workplace safety.

People accessing services, their families or carers, staff and volunteers are made aware of risks.

Feedback from people with disability accessing the service, complaints and the results of formal evaluations are used to update the risk register and improve practice.

**Related policy and procedures**

* Code of Conduct
* Complaints
* Safeguarding

**Legislation and standards**

* Carers Recognition Act 2004 (WA)
* Disability Discrimination Act 1992
* Disability Services Act 1993 (WA)
* Occupational Safety and Health Act 1984 (WA)
* Universal Declaration of Human Rights
* National Standards for Disability Services
* NDIS Quality and Safeguarding Practice Standards 2018

**Approvals**

Date of approval: [insert date]

Date of review: [insert date]

Signature of CEO: [insert signature]