



RISK MANAGEMENT POLICY

Statement: This policy sets out the procedures for the identification, analysis, assessment, control and avoidance, minimization, or elimination of unacceptable risks to Community Matters

Definition: The possible harm to participants, staff, volunteers, Community Matters, or others

Steps to mitigate risk:

1. All staff will receive training in accordance with skills checklists prepared to identify the capabilities necessary to participate in a program as well to participate in Community Matters in general
2. Each program/service plan will provide the following information in writing
 - a. Identification of risk to be completed by senior staff and program Community Assistants and will include:
 - b. Analysis of Risk
 - c. Evaluation of Risk
 - d. Address the Risk
 - e. Monitor and Review
3. A police Check policy will be approved by the Board annually
4. An critical incident report policy will be developed and approved by the Board annually identifying levels of reporting incidents.
5. A hiring policy will be prepared and approved by the Board annually
6. The organization will carry general liability insurance of not less than \$ 2 million, Directors Liability and Errors and Omissions Insurance
7. Where ever possible insurance will be held jointly wit program partners

This policy will be implemented by the Executive Director and reviewed annually

Approved by the Board
April 2013