

RADMEC - Risk Management

1. Purpose

1.1 The purpose of this procedure is to:

- (a) establish a framework for risk-based thinking throughout the Club; and
- (b) define how risks are formally managed.

2. Scope

2.1 This procedure applies to any actions that might have an impact on the safe running and operation of RADMEC Club Activities.

3. Related Documents

- Form: RADMEC-007 – Risk Assessments – maintained under the responsibility of the Safety Officer.
- Document: Club Handbook

4. Definitions

4.1 Risk – A negative effective of uncertainty on an unexpected result or a combination of the probability of occurrence of harm and the severity of that harm.

4.2 Risk Assessment – A formal and systematic investigation and analysis of potential risks.

5. General Requirements

5.1 Risks shall generally be considered by all club members during all planning and operation activities.

5.2 “Risk-based thinking” is an undocumented process however actions in accordance with this document may detect deficiencies in either: (a) the identification and assessment of risks; or (b) the steps taken to minimise or eliminate risk.

5.3 The following steps should be taken when employing “risk-based thinking”:

Step	Explanation
Identification	Identification of objectives and possible unintended outcomes.
Assessment	Evaluation and categorisation of acceptable and unacceptable risks.
Planning	Planning of steps to either eliminate or minimise identified risks.
Implementation	Implementation of planned steps in response to identified risks.
Verification	Verification of the effectiveness of action(s) taken.
Learning	Continuous improvement and modification of actions during the planning stage.

6. Risk Management and the Club Handbook

6.1 Risks may be identified at any time – if identified as part of daily activities, these shall be reported to the Safety Officer, or in their absence, a Committee Member, who is then responsible for informing the Safety Officer.

6.2 The Safety Officer shall assess and evaluate all identified risks and if deemed necessary, shall carry out a formal Risk Assessment.

6.3 Should a Risk Assessment be raised it shall be assigned likelihood and severity scores using the table shown in each Risk Assessment.

6.4 Required actions determined in Risk Assessments shall be written into the Club Handbook and members notified of the changes under the responsibility of the Safety Officer.

Authorised By:	Signed:	Date:
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