



Indigenous Education Foundation Limited  
**Risk Assessment Policy**

**INTRODUCTION:**

**Indigenous Education Foundation is committed to protecting the health, safety and security of our people and the communities and environment within which we work. We endeavour to minimise risks that all our operations pose upon our organisation, our stakeholders and the public.**

**PURPOSE:**

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

**DEFINITION:**

“Risk” is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our partners and clients, or the public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

**POLICY:**

Indigenous Education Foundation Limited has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its partners and clients, and a reliable development path for the organisation. Indigenous Education Foundation Limited will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

**RESPONSIBILITIES:**

It is the responsibility of the Board, with the assistance of IEF’s Risk Management Officer or allocated staff member, to carry out risk management analyses of the organisation and its activities, and to take appropriate measures.

It is the responsibility of the Board to ensure that:

- A Risk Management Officer for the organisation is nominated;
- Effective risk management procedures are in place, applicable to all relevant areas;
- Risk management procedures are reviewed annually;
- Recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and

- Employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures.

It is the responsibility of the Risk Management Officer to ensure that:

- Risk management analyses are carried out for all relevant sectors of the organisation and its activities;
- Risk management checklists are prepared for each relevant section;
- Risk management checklists are reviewed regularly by relevant staff with the assistance of the Risk Management Officer to ensure that no risks have been overlooked or have ceased to be relevant;
- Each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- Copies of up-to-date risk management checklists are kept in a central IEF Risk Management Register.

It is the responsibility of all employees and volunteers to ensure that:

- They are familiar with the organisation's risk management procedures applicable to their area and activity;
- They observe those risk management procedures; and
- They inform their supervisor if they become aware of any risk not covered by existing procedures.

### Managing Risk

The Risk Management Officer shall nominate appropriate officers in each section of the organisation to carry out risk assessment exercises; this should involve:

- Identifying the risks attached to every element of their operation and the likelihood of that risk eventuating
- Identifying practices to avert those risks;
- Identifying practices to mitigate the effects of those risks; and
- Recording those risks, those precautions and those remedies in the form of deliverable checklists.

The Risk Management Officer shall participate in each section's risk management exercise to ensure consistency of approach.

The Risk Management Officer will ensure that:

- Each section of the organisation has access to it all relevant risk management checklists;
- Each risk management checklist is reviewed by the organisation at least once a year to ensure that no risks have been overlooked;
- Each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- A current copy of each risk management checklist is held centrally in IEF's Risk Management Register.

**RELATED DOCUMENTS:**

- IEF Health and Safety Policy
- IEF Health and Safety Risk Assessment Form

**AUTHORISATION:**

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**IEF Secretary**

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