

## Community Leadership PDF Resource

This Community Leadership website is the result of a partnership project between the Education and Research Unit of [Volunteering Queensland](#) and the School of Learning and Professional Studies (within the Faculty of Education) [Queensland University of Technology](#).

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### TIP SHEETS

#### Risk Management...The Eight Fundamentals

by Scott Thouard

**Develop and circulate a risk management policy.** Ensure that everyone is aware of and follows this policy. Explain that events involving the public need to be carefully planned and orchestrated so that risks, such as accidents, are minimized.

**Encourage people to identify hazards.** Prepare education and training opportunities to use with your group to help them understand the meaning of risk management. Here you could present short case studies to help heighten the awareness about hazards and risks

**Have an induction process for new members.** Stress the importance of risk management and the expectation that everyone has a responsibility to manage risk. All new members of the group should undergo an induction process, which alerts them to the importance of minimizing risks in their day-to-day activities.

**Keep effective records of incidents.** Design a form to record incidents. Keep these forms filed in a central accessible place. Develop a risk register and make people aware of its use and purpose.

**Develop a risk profile for each activity.** Complete a thorough analysis of any community event. Compile an extensive list of possible pitfalls. Propose and record a solution to each listed risk. The first priority is the safety of those who are involved in the activity. Never generate an activity on impulse.

**Explain to decision makers that their actions have legal consequences.** Individuals can face legal liability if they are found to have breached certain requirements. For this reason, measures that ensure safety and risk reduction in community-based activities need to be put in place.

**Encourage strong standards about risk-creating behaviour.** Leaders must constantly reinforce the point that risks must be avoided at all costs, thus, risk management policies and practices need to be developed and implemented. Leaders must ensure that negligent wastage of resources involving financial human or equipment loss is avoided.

**Good risk management strategy encourages community involvement.** Members of the community will be more comfortable with their involvement and participation in community activities if they are aware that the community leader and volunteers are united in performing activities in a way that is based on effective risk management.

