Risk Management Plan - Template

## How to use this document

Use this document to outline potential risks and hazards, the likelihood of the risk, actions you need to reduce risk or prepare for hazards, timelines, responsible parties and proof of action documentation.

## Template

Name of business:

Date of plan:

Date to be reviewed:

| **Potential risk/Hazard** | **Likelihood of risk** | **Action to be taken to reduce/Prepare for risk** | **When** | **Who** | **Proof of action** |
| --- | --- | --- | --- | --- | --- |
| For example:  Premises are inaccessible because of fire/flood. | MEDIUM RISK | * Staff to be trained in health and safety procedures. * Conduct regular maintenance of plumbing & electrical goods. * Identify an alternative site where the business could operate from/set up agreement with relevant agent. * Establish arrangements with other businesses to refer customers to them. | On-going  On-going  By March 2020  By March 2020 | Manager  Maintenance  Manager  Manager | See Operations Manual.    See maintenance schedules in Operations Manual.  See Business Continuity Plan.  See Business Continuity Plan. |
| Canoes capsize, customers fall into water | HIGH RISK | * Water Safety procedures to be documented and explained to each customer. * Safety and flotation devices supplied to meet standards. * Canoes checked for damage after every trip. * Guides must have lifesaving qualifications and emergency procedures. | On-going  December 2019  On-going  On-going | Canoe guide  |  Maintenance  Canoe guide  Manager | Pre-tour handout to customer, also in Operations Manual.   See invoices for equipment Maintenance schedule.  Personnel files, training program, Operations Manual. |
| Customers or staff may injure themselves on the property | HIGH RISK | * Emergency procedures to be followed, incident report completed, first aid kit used or doctor/hospital contacted. * Cleaning and maintenance schedules to be kept to ensure regular inspection of property. * Customers to be verbally warned of slippery paths * Staff induction to cover safe practices and safe handling. * Non-slip mats to be installed in bath, and on steps; handrail at entrance. | On-going  On-going   On-going  On-going    December 2019 | Manager  Maintenance / Housekeeping  Reception  Manager   Maintenance | See Operations Manual.  See cleaning schedules in Operations Manual.  See Greeting Procedures.  See Staff induction procedures in Operations Manual.  Installed 18/9/18, invoices on file. |