



Easy Read Risk Management Policy

Purpose

We want to keep everyone safe – participants, staff, contractors, and the organisation. ⚠️

This policy shows how we find, check, and manage risks (things that could cause harm). 🛡️







Who this is for

✓ All staff, contractors, and volunteers 🧑

✓ All parts of the organisation – services, admin, and community work 🏢











What “risk” means

- ⚠️ **Risk** = Something that could cause harm or problems
💥
- 🛡️ **Risk Management** = Finding risks, checking them, and taking steps to make them smaller or safer 📝
- 📄 **Risk Register** = A list where we record risks and what we do about them 📁
- 👤 **Participant Risk** = A risk that affects a person we support 🧑
- 🏢 **Organisational Risk** = A risk that affects the business
💼









-  **Lone Worker** = A staff member working alone in the community 
-  **Life360 App** = A safety app we use for staff working alone 
-  **Shared Calendar** = Where staff write their shifts and locations 

Our Promise

Soaring Sparrows will:

-  Keep participants, staff, and contractors safe 
-  Make sure services keep running 
-  Follow the law and NDIS rules 
-  Encourage everyone to notice and report risks 
-  Be ready for emergencies 

Responsibilities

- **Director/Managers** 
 - Check risks and make plans to reduce them 
 - Train staff in risk management 
 - Keep the Risk Registers up to date 
- **Staff/Contractors** 
 - Report risks they see 
 - Use the Life360 app and shared calendar 
 - Follow safety steps when working alone 

- **Participants** 😊

- Can tell staff if they see risks or feel unsafe SOS

🔧 What we do (Procedures)

1. Finding risks 🔍



- At staff induction, planning, and during services 📄
- Staff report risks using Splose or to a manager ➡️
- All risks are recorded in the Risk Registers 📁

2. Checking risks ✅




- We use a Risk Matrix (likelihood × severity) 📊
- Big risks are discussed with the Director 👤
- Urgent risks are acted on straight away ⚡

3. Managing risks 🛡️

- **Lone Workers** 🚶
 - Use Life360 during work hours 📱
 - Keep shared calendar updated 📅
 - Check in with managers at start and end of shifts ⌚
- **Participants** 👥
 - Risk assessments at intake and reviews 📄
 - Risks recorded in Participant Risk Register 📁
- **Organisation** 🏢

- Systems checked for compliance 
- Risks recorded in Organisational Risk Register 

4. Keeping watch

- Risks monitored through reports and complaints 
- Director reviews risk management every year (or sooner if needed )
- Risk Registers updated and checked every 3 months 

 This is your Easy Read guide to **Risk Management**. If you want the full policy, please ask us.