kil.n.it
experimental ceramics studio

ABN: 83 803 567 269

Risk Management Policy

Last updated September 2025

1. Introduction

Kil.n.it will endeavour to minimise the risk that foreseeable hazards pose to our association, our operations, our staff, our volunteers, our members, or the general public.

2. Purpose

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

2.2 This policy applies to members, employees, suppliers, contractors, consultants and volunteers at Kil.n.it, including all personnel (including staff, volunteers, contractors and consultants) of third parties who interact with Kil.n.it.

3. Definitions

3.1 For the purpose of this policy, employees, contractors, consultants and volunteers will be referred to as **'staff'** or **'staff members'**.

3.2 For the purpose of this policy, **'risk'** is defined as the probability that an occasion will arise that presents a hazard or danger to our association, our staff, our clients, or the general public. It includes, but is not limited to:

- physical hazards;
- legal hazards;
- financial hazards; and/or
- reputational hazards.

3.3 **'Risk'** includes both internal hazards (which the association can potentially prevent) and external hazards (which may be outside its control).

4. Policy

4.1 Kil.n.it has a duty to provide a safe workplace for its staff, a safe environment for its members and artists, and a reliable development path for the association.

4.2 Kil.n.it will put procedures in place that will, as far as possible, ensure that risks are minimised and their consequences averted.

4.3 The Committee will at least once a year review its risk management policies and procedures against reported risk outcomes to ensure that its management of risk conforms to current standards.

Risk Management Procedures

1. Responsibilities

1.1 It is the responsibility of the **Committee** to ensure that risks of a societal, developmental, or commercial nature are considered in the preparation of the association's *strategic plan* and relevant policies.

1.2 It is the responsibility of the **Committee**, to carry out risk management analyses of the association focused on risks relating to death, injury, property damage or financial loss and to implement appropriate mitigation measures.

1.3 It is the responsibility of the **Committee** to ensure that:

- effective risk management procedures are in place, applicable to all relevant areas
- risk management procedures are reviewed regularly, and at least annually
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented
- staff are aware of all applicable risks and familiar with the association's risk management procedures.

1.4 It is the responsibility of the Committee to ensure that:

- risk management analyses are routinely carried out for all relevant sectors of the association
- risk management checklists are prepared for each relevant section of the association
- 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
- copies of up-to-date risk management checklists are kept in a central risk management register.

1.5 It is the responsibility of all **staff members** to ensure that:

- they are familiar with the association's risk management procedures applicable to their section
- they observe those risk management procedures
- they inform their supervisor if they become aware of any risk not covered by existing procedures.

2. Processes

Managing risk

2.1 The Committee shall nominate appropriate officers in each section of the Association to carry out risk assessment exercises. These exercises will specifically, though not exclusively, address the following areas:

- Financial fraud (see Financial Controls Policy)
- Workplace health and safety (see Health and Workplace Safety Policy)
- Environmental risks (see Environment Policy)
- Protection of assets (see Financial Management Policy – Insurance).

2.2 Conducting a risk management exercise in any section will 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
- communicating information on those risks and practices to all relevant parties
- recording those risks, those precautions, and those remedies in the form of deliverable checklists.

2.3 A delegated Committee member, shall participate in each section's risk management exercise to ensure consistency of approach.

2.4 Risk matrix table:

	Risk Matrix	Consequences				
		Negligible (1) Minimal injuries / no injuries	**Minor (2)** Minor injuries / first aid	**Significant (3)** Moderate injuries / medical treatment	**Severe (4)** Serious injuries / hospitalisation	**Catastrophic (5)** Death / permanent impairment
Likelihood	**Certain (5)** 100% likely / almost 100% likely	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Will probably happen / is likely to happen	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or plausible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Improbable but could happen / not expected	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Very Unlikely (1) Rare / not expected but remotely possible	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

2.5 The following are the association's key risks and mitigation strategies:

Key Risk	Risk Description	Risk Mitigation Strategies
Financial Instability	Dependence on grants, donations, and membership fees can lead to funding challenges. A lack of financial planning may cause sustainability issues.	Diversify revenue sources by securing grants, sponsorships, fundraising events, and membership fees. Maintain transparent financial records and set up a reserve fund for unforeseen expenses.
Volunteer & Staff Turnover	High turnover or difficulty in recruiting skilled individuals can impact continuity and organizational stability.	Offer professional development opportunities and create a supportive work environment. Recognize contributions and ensure

		volunteers and staff feel valued.
Operational Challenges	Inefficient management, lack of clear processes, or administrative bottlenecks can hinder growth and effectiveness.	Implement strong governance practices with clear roles and responsibilities. Utilise project management tools to streamline workflows and improve productivity.
Loss or Damage to Artwork or Property	Poor storage, mishandling, or inadequate insurance coverage may lead to loss or damage of valuable pieces or property.	Invest in proper storage facilities, handling procedures, and insurance to safeguard artwork or property from theft or damage. Document inventory meticulously and establish conservation plans for pieces at risk.
Reputation Management	Negative publicity, ethical concerns, or conflicts within the association can affect public perception and support.	Establish clear ethical guidelines and foster open communication within the organization. Actively engage with the community through social media and public relations to maintain a positive image.
Declining Membership & Engagement	If services, programming or events don't evolve to meet community interests, engagement may drop, threatening the association's relevance.	Regularly assess community interests and adapt programming to stay relevant. Host engaging events, provide networking opportunities, and cultivate partnerships to enhance participation.
Legal and Compliance Risks	Failure to adhere to tax laws, codes of practice, governance regulations, or intellectual property rights can result in fines or legal disputes.	Regularly review policies and procedures to ensure compliance with regulations. Seek legal advice when necessary and maintain proper contracts for artists, staff, volunteers, and vendors.
Safeguarding	Failure to protect the welfare and human rights of people that are connected with the association, particularly vulnerable people.	The committee, staff and members shall act with care and diligence and in the association's best interests in line with the Safeguarding policy. Regularly review procedures to reduce the likelihood and consequence of

		incidents.

2.6 The process for managing risk can be broken down into the following parts:

- Establishing the Context
- Identifying Risks
- Analysing Risks
- Evaluating Risks and
- Treating Risks

All the while ensuring that you continue to:
- Communicate and Consult, as well as
- Monitor and Review

Incident & Near Miss Reporting Protocol

2.7 The Committee or any members/staff who witness or experience an incident or near miss shall report it to the Studio Manager.

2.8 The studio member should record the key details of the incident including:
- Date, time, and location of the event People involved or affected
- Description of what happened
- Any immediate actions taken
- Investigations undertaken
- Suggestions for prevention

2.9 The Committee shall consider corrective actions which could include
- **Immediate Fixes:** e.g. Repair equipment, clean hazards, update signage.
- **Policy Updates:** Revise studio procedures or safety protocols.
- **Training:** Provide refresher sessions or new safety briefings.
- **Communication:** Share findings and actions with staff and volunteers (without disclosing personal details).

2.10 The Committee shall monitor the effectiveness of corrective actions and analyse trends to identify recurring risks.

3. Related documents

Environmental Policy
Financial Management Policy
Financial Controls Policy
Health and Workplace Safety Policy
Safeguarding Policy
Safeguarding Incident Response Plan