

# 1.31 Sexual Health and Family Planning ACT

## Risk Management Policy



## Risk Policy



Policy

This book is a policy book. This is a type of information document. Policy documents tell you the rules we follow to keep you safe. You can ask for help if you do not understand this information.

### Hard words

This policy has some hard words. The first time we write a hard word

- the word is in **blue**
- we will write what the hard word means.

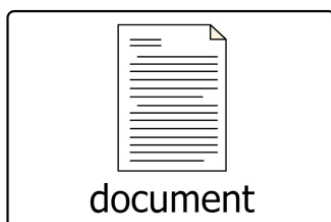
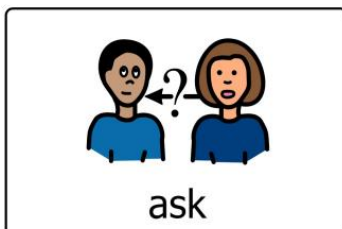
### About this policy

This policy is written by Sexual Health and Family Planning ACT. We say SHFPACT for short .

If words are **written in green**, it will link you to the document mentioned when you click it.

This policy helps you know about **risks**.

- Risks are things that could be not safe or not healthy for you or other people.



## What is risk management?

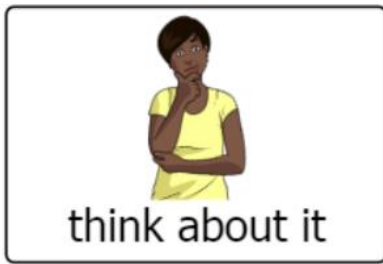
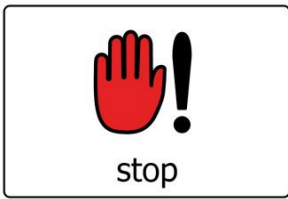
Keeping you safe is important.

When we try to keep you safe, we need to think about what could happen that could hurt you.

This means we need to think about **risk management**.

When we say risk management, we are talking about:

- the way we think about risks
- the questions we ask before we provide a service



- the documents we write and keep about risks, and
- how we stop risks we think could happen.

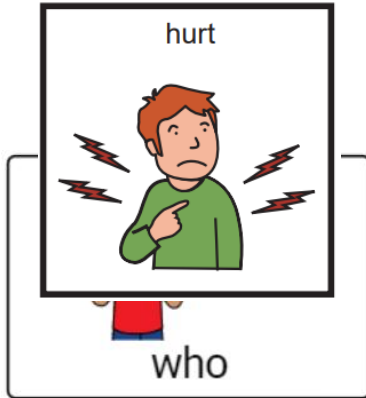
## Thinking about risks

To be as safe as possible we think about the risk of every activity we do.

The service you come to is an activity.

To help us think about risks, we ask some important questions.

1. What will we do in the activity that might not be safe?
2. What might not be healthy?



3. When would this happen in the activity?

4. If something not safe or not healthy does happen, how hurt will people be?

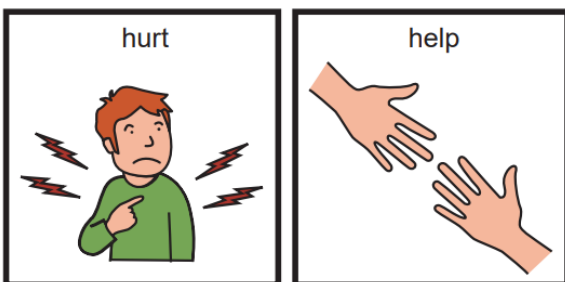
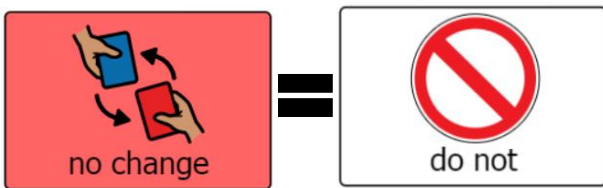
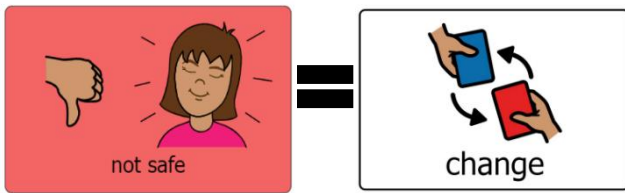
5. Who could get hurt by this risk?

6. How often do we think this risk could happen?

We write the answers to these questions into a document.

We call this document a risk assessment.

After we have the answers to the questions, we think about if it is safe to do the activity.



## Stopping risks

If we think an activity would not be safe, we will try to change it.

We will change how we do an activity to make it safer.

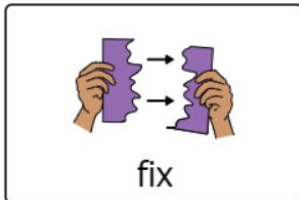
If an activity can not be changed to make it safer, we will not do the activity.

## What we do if a risk happens

If a risk happens, the first thing we do is make sure that everyone is safe.

If you are hurt, we will help you.

We will give you medical attention if we need to.



We will then write about what happened.

We will also talk to you about what happened.

We will try to fix the problem so it does not happen again.

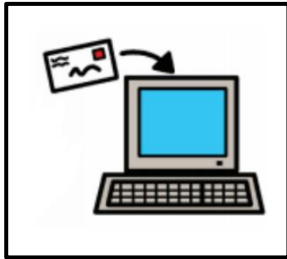
We tell you more about if something goes wrong in the Critical Incident Policy book.

## You can ask for more information

You can ask for more information about risks.

You can ask us

- in person at SHFPACT



- by email at  
[shfpact@shfpact.org.au](mailto:shfpact@shfpact.org.au)

- on the phone at 02 6247 3077

- or in a letter.

You can send the letter to  
Reception  
SHFPACT GPO Box 1317  
Canberra ACT 2601

#### Version Control

<b>Policy name</b>	1.31 Risk Management Policy		
<b>Policy location</b>	SHFPACT SharePoint		
<b>Policy version</b>	v1.0 2024		
<b>Policy application</b>	All staff, All Council		
<b>Policy approval date</b>	November 21, 2024		
<b>Policy review date</b>	November 2027		
<b>Policy and resource links</b>	SHFAPCT Risk Management Policy		
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
0.1	v2022-1	SHFPACT	
1.0	21/11/24	SHFPACT	ED Approved