Risk Management Plan

‘Risk management is the combination of culture, systems and processes undertaken by an agency to coordinate the identification and management of risk. Risk management activities inform decision making, support the achievement of objectives and the prevention of harm’ (State of Victoria, 2015).

 “Risk is the effect of uncertainty on objectives” (AS/NZS ISO 31000, 2018).

‘The effect that uncertainty has on the achievement of an agency’s objective, gives rise to risk. All agencies in the public sector are exposed to some level of risk, which all agencies have an obligation to manage. An agency will be exposed to risk from many sources such as: political, economic, social, technological, regulatory or environmental. There are many different types of risk and multiple factors that influence risk. These may be global or localised and within the actual agency. Some factors will be beyond the agency’s ability to influence or control but the agency may still be impacted … To manage risk, it is important to understand how uncertainty and objectives influence risk: guide and assist in the design, implementation and oversight of your risk management framework’ (State of Victoria, 2015).

A list of potential project risks and the likelihood and consequences associated with each risk should be documented by the SHRFV Project Manager in consultation with the Executive Project Sponsor and Reference Group and a risk rating allocated along with a plan to control and manage the risk.

It is likely your organisation will have risk management processes that can guide you in developing and documenting a risk management plan. The plan outlined below is one example of what to include in a risk management plan.

Alignment to the Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM) is progressive and is expected to take time and be an ongoing process through opportunities for continuous improvement within a maturity model. When developing a MARAM Alignment Action Plan decisions will need to be made about prioritising alignment recommendations and their implementation. A risk managing plan can support these decisions.

Likelihood of the risk occurring:

4 Almost certain — is expected to occur

3 Likely — will probably occur

2 Possible — could occur at some time

1 Unlikely — is unlikely to occur

Consequence if the risk does occur:

4 Significant impact — project outcomes are compromised leaving the hospital without a model for strengthening responses to family violence or jeopardising patient safety due to poor execution

3 High impact — will have a substantial impact on project success

2 Moderate impact — will have a potential impact on project success

1 Minor impact — minimal impact on project success

A simple Risk Plan can be laid out like this:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Risk  | Likelihood | Consequences | Plan to control and manage | Risk rating | Person responsible  |
| 1 | Unable to embed MARAM screening and identification tool into existing EMR | Possible | High* Poor or inconsistent documentation of risk relevant family violence information
* Timely Information Sharing not able to occur
* Staff not able to correctly meet MARAM responsibility 2 practice expectations
 | * Engage with relevant EMR members to plan for screening tool embedding
* Ensure EMR downtime procedures include family violence documentation management
* Incorporate screening and identification questions into family violence procedure
 | 3 | SHRFV Project Manager |
| 2 | Lack of resources allocated to implement MARAM Alignment Action Plan | Almost certain | High * Poor or incomplete alignment
* Not meeting legislative requirements
* Need to extend time frames
 | * Detailed scoping undertaken early to identify resource requirements
* Realistic plan developed to secure resource requirements
* Robust project plan developed with realistic tasks and activities identified and timeframes which consider current resourcing
 | 4 | CEO and SHRFVExecutive Project Sponsor |
| 3 | Vicarious trauma | Likely | Significant* Staff absenteeism
* Lack of engagement with SHRFV project
 | * FV workplace support training for managers
* Promotion of workplace support options for staff
* Team reflective practice introduced
 | 3 | Executive director of Human Resources |

Endnotes

1. State of Victoria, 2015. Victorian Government Risk Management Framework Practice Guide. Melbourne: Department of Treasury and Finance.
2. International Organisation for Standardisation, 2018. ISO 31000: 2018 Risk management – Guidelines. Geneva: International Organisation for Standardisation.