



Support and Advocacy: Of, by and for people with dementia

DEMENTIA ALLIANCE INTERNATIONAL

RISK MANAGEMENT POLICY

Dementia Alliance International (DAI) is actively working to identify and address potential risk, to ensure the safety of members, partners, staff and the organization itself.

Risk is inherent in all aspects of providing social support activities, and DAI acknowledges the role of risk management as critical to the safe and controlled provision of the service to people with dementia, their carers, families, volunteers, staff and visitors.

DAI is committed to managing risk in accordance with the process described in the Texas Labor Code.

This Standard requires that DAI's risk management strategy is a systematic hierarchical driven process to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of our agency.

The range of risks that DAI needs to be prepared to deal with will include:

- Public & Professional Liability responsibilities
- Occupational Health & Safety responsibilities
- Financial Management
- Organisational Management and Operational practices

1. Purpose

The purpose of this policy is to provide a framework for the elimination or mitigation of all risks associated with the DAI's activities.

2. Scope

The successful implementation of the Risk management Policy requires a consistent and systematic approach to risk management at all levels of the agency's operation.

3. Objectives

In order to manage risk in accordance with best practice, DAI will comply with the requirements of under the Texas Labor Code and DAI's established ethical standards and values.

The objectives of the policy are to

- Identify, report and analyse DAI's liability associated with its range of risks
- Encourage the ongoing identification and reporting of potential risks
- Determine the magnitude of risks
- Develop a risk matrix
- Develop, prioritise and implement ongoing plans and strategies to address risks
- Promote and support risk management practices throughout the agency
- Gain organisational support for risk management undertakings
- Educate members on good risk management practices
- Protect DAI's community reputation as a professional, responsible and ethical organisation

The risk management system will be reviewed annually by the Board to ensure the actions remain appropriate and effective.

The Board are responsible for monitoring and assessing the following risks:

- Current Market
- Strategic
- Political
- Financial
- Operational
- Key Stakeholder Management

Management is responsible for monitoring and assessing the following risks:

- OH&S
- Organisational Management and Operational practices
- Environment and facilities
- Manual Handling
- Infection Control
- Safe Work practices and Procedures
- Food Safety

See –

- Issues Log
- Maintenance Book

- Risk Assessment Checklist
- Outings Risk Assessment Checklist
- Manual handling Guidelines
- Food Safety Handbook and Audits
- Incident reports

Risk Matrix

	Risk Category	Risk Description	Possible Impact	Risk Treatment
1	Market	increasing...or decreasing	Reduced memberships, enrolments; revenue & profitability	Increased business development ; diversifying
	Strategic	Lack a point of difference, quality product, and/or identified and promoted advantage and reputation for excellence in our product and services	Lose members, restricted growth,	Action: Create a point of difference
2	Political	Loss of funding due to change in government policy	Business sustainability	Action: Lobbying, build alternative business streams
3	Strategic	Failure to achieve strategic goals	Failure to compete in the market, loss of market share, business failure	Focus by the Board to ensure that strategic goals are achieved.
4	Financial	Failure to achieve budget	Financial loss	Restructure to align headcount with new revenue projection
5	Operational	Administration & governance	Financial loss; reputation	Efficient business processes.
6	Key Stakeholder Management	Breakdown of relationship with knowledge leader resulting in loss of ability to effectively execute	Loss of credibility, loss of innovative leadership	Transferring knowledge, integrating the networks, succession planning