



Australian First Responder Foundation

TERMS OF REFERENCE: Risk Assessment Officer

This document defines the responsibilities and scope of the role of AFRF Risk Assessment Officer. At this time, this role also encompasses the role of Workplace Health and Safety Officer.

<p>Authority</p>	<p>The Risk Assessment Officer is appointed by the AFRF Board. This terms of reference defines the scope and responsibilities of the role. The Board will determine who is to perform the role and determine if, and when, the role is to be terminated. The Board is the authority to determine changes to the terms of reference.</p>
<p>Purpose and responsibilities</p>	<p>The Risk Assessment Officer will have responsibility for the execution of risk assessments and the actions to appropriately address the risks. The Risk Assessment Officer can delegate AFRF staff and members to undertake risk assessments and actions to address the risks.</p> <p>The Risk Management Officer ensures that:</p> <ul style="list-style-type: none"> • risk management analyses are carried out for all operational* areas of the AFRF. • risk management checklists are prepared for each relevant operational area. • 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. • a risk management checklist is circulated to volunteers, employees, contractors, and board members as required for the relevant event or service to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and • copies of up-to-date risk management checklists are kept in a central Risk Management Register. <p>* Operational areas refers to all places where the AFRF carries out its business, including places where events are held, the offices where staff may work, and, if applicable the homes or other places of business where staff/ volunteers/ contractors may work for the AFRF.</p> <p>The Risk Management Policy and the Risk Management Strategy and Plan are the guiding documents for the AFRF to follow in addressing risks. The Risk Management Officer has responsibility for managing changes to these documents – recommending consolidated changes to the AFRF Board following consultation with appropriate personnel.</p> <p>Review and updating of the plans and actions applicable to:</p> <ul style="list-style-type: none"> • Governance/ Management and Executive responsibilities • HR – Staff • HR – Volunteers

	<ul style="list-style-type: none"> • Service Delivery Events • Fundraising Events
Reporting	The Risk Management Officer will report to the Board annually on risk assessment processes and activities undertaken within the previous financial year.
Delegation	The communications Risk Management Officer may delegate responsibilities to appropriate AFRF staff or members.
Other Considerations	WHS Policy and Procedures, Induction, Insurance