

## Risk Management Policy

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### 1. Purpose

This policy outlines Men's Health Trust NZ's approach to identifying, assessing, and managing risks to ensure safe, effective, and sustainable service delivery.

### 2. Scope

This policy applies to all related parties, including board, management, personnel, contractors, volunteers, and service delivery partners across all programmes and locations.

### 3. Policy Statement

Men's Health Trust NZ is committed to proactively managing risks to:

- Protect the safety and wellbeing of clients, personnel, and communities
- Support effective and reliable service delivery
- Ensure compliance with legal and organisational obligations

Risk management is a shared responsibility and is integrated into all areas of our work.

### 4. Principles

- Risks are identified early and managed proactively
- The safety of children and young people is prioritised
- A practical, proportionate approach is applied to risk management
- Risk management aligns with Health & Safety and Child Protection policies
- Continuous improvement is supported through regular review

### 5. Roles & Responsibilities

#### Board / Governance

- Provide oversight of organisational risk
- Ensure appropriate systems and controls are in place

#### CEO (Risk Management Lead)

- Holds overall responsibility for risk management
- Ensures a consistent approach across the organisation
- Maintains oversight of the Risk Register

## Service Delivery

- Identify and manage risks within their areas
- Ensure personnel and delivery partners understand and apply risk management practices
- Escalate significant risks where required

## All Related Parties

- Take reasonable care to minimise risk
- Follow organisational policies and procedures
- Report risks, hazards, or concerns promptly

## **6. Risk Management Process**

Risk management will be applied across all programmes and operations using a simple, consistent approach:

### 6.1 Identify Risks

- Consider risks to safety, wellbeing, operations, and reputation
- Include risks relating to children, participants, personnel, and environments

### 6.2 Assess Risks

- Determine likelihood and potential impact
- Prioritise risks requiring immediate attention

### 6.3 Manage Risks

- Put controls in place to eliminate or minimise risks where possible
- Where risks cannot be eliminated, implement mitigation strategies

### 6.4 Monitor & Review

- Regularly review risks and controls
- Update risk records as circumstances change

## **7. Risk Monitoring & Review**

- Risk management is a standing agenda item at all levels.
- Risks and controls will be reviewed:
  - Annually (organisation-wide)
  - Regularly at programme level
  - When significant changes or incidents occur

## 8. Integration with Other Policies

Risk management is embedded across all organisational policies, including:

- Emergency Policy
- Health & Safety Policy
- Child Protection Policy
- Behaviour Management Policy
- Code of Conduct
- Complaints Policy

Any risks relating to safety, wellbeing, or safeguarding must be managed in line with these policies.

## 9. Training and Awareness

- All related parties will receive appropriate guidance on risk management
- Risk awareness is reinforced through onboarding and ongoing training
- Management will support personnel & partners to identify and respond to risks in practice

## 10. Reporting and Escalation

- All risks, incidents, or concerns must be reported promptly to the CEO
- Significant risks will be escalated to the CEO
- Where required, external agencies will be notified in line with legal obligations

## 11. Continuous Improvement

We will strengthen our risk management practices through:

- Learning from incidents and near misses
- Regular review of risk controls
- Feedback from personnel, clients/participants, and service delivery partners

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### Policy Review Schedule

This policy will be reviewed annually, or more frequently if significant legislative or organisational changes occur, to ensure ongoing compliance and relevance. Below is the policy review schedule.

**Version:** 20-03-26 [The latest policy version is identified by the most recent review date]

**Last Review Date:** 20 March 2026. Reviewed by CEO

**Board Approved Date:** 23 March 2026

**Next review date:** By 31 March 2027, aligned with the Annual Plan cycle.

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