Breakneck Records Songwriters Studio

Risk Management Policy

Policy Number: RM-001
Version: 1.0
Policy Owner: Breakneck Records
Applies To: All Songwriters Studio activities, events and operations
Effective Date: 1 July 2026
Review Date: 1 July 2027

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1. Purpose

Breakneck Records is committed to identifying, assessing, managing and reviewing risks that may affect the safety of participants, the successful delivery of Songwriters Studio, organisational objectives, assets, reputation and legal obligations.

The purpose of this Policy is to establish a consistent framework for risk management that supports informed decision-making, protects participants and stakeholders, and promotes continuous improvement.

Risk management is integrated into all planning, decision-making and operational activities undertaken by Breakneck Records.

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2. Scope

This Policy applies to all persons engaged by Breakneck Records, including:

- Directors
- Employees
- Workshop Facilitators
- Guest Artists
- Volunteers
- Contractors
- Technical Crew
- Participants (where applicable)
- Consultants

- Venue partners

The Policy applies to all Songwriters Studio activities including:

- planning and administration;
- workshops and rehearsals;
- live performances;
- travel organised by Breakneck Records;
- online learning and mentoring;
- equipment management;
- contractor engagement;
- marketing and communications;
- financial management;
- sponsorship and partnerships.

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3. Policy Statement

Breakneck Records recognises that risk is inherent in delivering creative and educational programs. Effective risk management enables opportunities to be pursued while minimising harm and disruption.

Breakneck Records will:

- integrate risk management into all organisational activities;
- identify and assess risks before activities commence;
- implement controls to eliminate or reduce risks so far as is reasonably practicable;
- comply with legislative and contractual obligations;
- maintain appropriate insurance;
- regularly review risks and controls;
- encourage all personnel to report hazards, incidents and emerging risks;
- foster a proactive risk-aware culture.

No activity will proceed where an unacceptable risk remains uncontrolled.

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4. Risk Management Principles

Breakneck Records adopts the principles of ISO 31000:2018 by ensuring that risk management is:

- integrated into governance and operations;
- structured and systematic;
- customised to organisational activities;
- inclusive of stakeholder input;
- dynamic and responsive to change;
- based on the best available information;
- focused on continual improvement.

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5. Risk Categories

Risks may arise across a range of organisational activities.

Strategic Risks

Examples include:

- failure to achieve organisational objectives;
- loss of funding;
- reputational damage;
- ineffective governance.

Operational Risks

Examples include:

- event cancellation;
- venue issues;
- equipment failure;
- contractor non-performance;
- volunteer shortages.

Work Health and Safety Risks

Examples include:

- slips, trips and falls;
- manual handling injuries;
- electrical hazards;
- fatigue;
- vehicle incidents.

Child Safety Risks

Examples include:

- inadequate supervision;
- inappropriate adult behaviour;
- bullying;
- privacy breaches;
- online communication risks.

Financial Risks

Examples include:

- budget overruns;
- fraud;
- cash handling errors;
- sponsorship withdrawal.

Legal and Compliance Risks

Examples include:

- legislative breaches;
- licensing issues;
- copyright infringement;
- privacy breaches.

Information and Technology Risks

Examples include:

- data loss;
- cyber security incidents;
- unauthorised access to participant information;
- system failure.

Environmental Risks

Examples include:

- extreme weather;
- bushfire;
- flooding;
- heat;

- power outages.

Reputational Risks

Examples include:

- inappropriate behaviour;
- negative media;
- social media incidents;
- complaints.

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6. Risk Management Process

Breakneck Records follows the following risk management process.

Step 1 – Identify Risks

Potential risks will be identified through:

- event planning;
- venue inspections;
- consultation with staff and volunteers;
- incident reports;
- participant feedback;
- legislative changes;
- contractor discussions;
- previous event reviews.

Step 2 – Assess Risks

Each identified risk will be assessed considering:

- likelihood of occurrence; and
- consequence should the event occur.

Risk assessments should consider impacts on:

- people;
- property;
- finances;
- reputation;

- legal compliance;
- program delivery.

Step 3 – Control Risks

Where reasonably practicable, risks will be:

1. Eliminated.
2. Substituted.
3. Isolated.
4. Controlled through engineering measures.
5. Controlled administratively.
6. Supported by appropriate personal protective equipment where required.

Preference will always be given to higher-order controls.

Step 4 – Monitor Risks

Controls will be monitored:

- before events;
- during workshops;
- throughout performances;
- after incidents;
- during post-event reviews.

Step 5 – Review and Improve

Risk management processes will be reviewed:

- annually;
- after each Songwriters Studio event;
- following incidents or near misses;
- after legislative changes;
- following significant organisational changes.

Lessons learned will be incorporated into future planning.

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7. Roles and Responsibilities

Directors

The Directors are responsible for:

- establishing the organisation's risk appetite;
- approving this Policy;
- ensuring appropriate resources are available;
- reviewing significant organisational risks;
- monitoring organisational compliance.

Event Coordinator

The Event Coordinator is responsible for:

- implementing this Policy;
- coordinating event risk assessments;
- monitoring risks during activities;
- maintaining the Risk Register;
- ensuring incidents are reported and investigated.

Staff, Facilitators and Volunteers

Personnel are responsible for:

- following safe work procedures;
- identifying hazards;
- reporting risks promptly;
- complying with organisational policies;
- assisting in implementing risk controls.

Contractors

Contractors must:

- comply with relevant legislation;
- identify risks associated with their work;
- implement safe work practices;
- cooperate with Breakneck Records.

8. Risk Assessment Requirements

Formal risk assessments will be completed for:

- workshops;
- performances;
- venues;
- transport organised by Breakneck Records;
- contractor activities;
- technical production;
- outdoor events;
- severe weather;
- child safety;
- emergency management.

Risk assessments should be documented before each event.

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9. Risk Register

Breakneck Records will maintain a Risk Register containing:

- identified risks;
- risk owner;
- existing controls;
- residual risk rating;
- additional actions;
- review dates.

The Risk Register will be reviewed before each Songwriters Studio event.

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10. Incident Reporting

All personnel must report:

- injuries;
- near misses;

- hazards;
- property damage;
- child safety concerns;
- security incidents;
- significant complaints.

Incident reports contribute to continual improvement of risk controls.

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11. Business Continuity

Where significant disruptions occur, Breakneck Records will implement contingency arrangements that may include:

- venue relocation;
- event postponement;
- cancellation where necessary;
- alternative facilitators;
- alternative technical equipment;
- revised workshop schedules;
- communication with participants and stakeholders.

Participant safety will always take priority over event delivery.

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12. Insurance

Breakneck Records will maintain insurance appropriate to its operations, which may include:

- Public Liability Insurance;
- Professional Indemnity Insurance;
- Volunteer Personal Accident Insurance;
- Workers Compensation Insurance (where applicable);
- Property and Equipment Insurance;
- Directors' and Officers' Liability Insurance.

Insurance does not replace the need for effective risk management.

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13. Consultation

Breakneck Records will consult with:

- staff;
- volunteers;
- facilitators;
- contractors;
- venue operators;
- participants where appropriate;
- parents and guardians where relevant.

Consultation assists in identifying emerging risks and improving safety.

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14. Training

Personnel will receive training appropriate to their role, including:

- risk awareness;
- hazard identification;
- incident reporting;
- emergency procedures;
- child safety;
- work health and safety responsibilities.

Additional training will be provided where new risks or activities arise.

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15. Monitoring and Reporting

The Event Coordinator will monitor:

- implementation of controls;
- outstanding actions;
- incident trends;
- recurring hazards;
- compliance with this Policy.

Significant risks will be reported to the Directors.

16. Related Documents

This Policy should be read together with:

- Work Health and Safety Policy
- Safe Work Procedures
- Child Safety and Wellbeing Policy
- Code of Conduct
- Emergency Management Plan
- Incident Reporting Procedure
- Privacy Policy
- Volunteer Policy
- Contractor Management Procedure
- Event Risk Register
- Daily Safety Checklist

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17. Legislative and Best Practice References

This Policy is informed by:

- ISO 31000:2018 – *Risk Management – Guidelines*
- Work Health and Safety Act and Regulations (or relevant State/Territory OHS legislation)
- Safe Work Australia Codes of Practice
- National Principles for Child Safe Organisations
- Privacy Act 1988 (Cth)
- Copyright Act 1968 (Cth)
- Equal Opportunity and Anti-Discrimination legislation applicable in the relevant jurisdiction

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18. Review

This Policy will be reviewed:

- at least annually;
- following any major incident;

- following significant legislative changes;
- after each Songwriters Studio event;
- whenever new activities or risks are introduced.

Policy updates will be approved by the Directors of Breakneck Records and communicated to all relevant personnel.

Policy Approval

Approved by: ___Michael Pollitt_____

Position: Director, Breakneck Records

Signature:

Date: ____1 July 2026_____