

# Policy Guideline – Risk Management

## Introduction

Bayside U3A will endeavour to minimise the risk our operations pose to our organisation, members and tutors, in all categories, and volunteers.

## Purpose

The purpose of this document is to identify potential risks to Bayside U3A and its members and to document our approach to managing identified risk. This document is a general overview of Bayside U3A risk management with more specific details shown in the Bayside U3A Bylaws.

## Policy

1. Bayside U3A acknowledges its duty to provide a safe environment for its members and volunteers and a reliable development path for the organisation.
2. Bayside U3A will institute procedures that will, as far as is possible, minimise the incidence of risk and mitigate the impact of any risk that eventuates.
3. For the purposes of this policy 'risk' is defined as the probability that an occasion or event will arise that presents a danger to our organisation, members or volunteers. This policy encompasses, but is not limited to physical, financial, reputational and legal hazards.
4. Risks to be managed by Bayside U3A in the context of this policy include risk of:
  - physical injuries to members, volunteers and visitors while participating in U3A activities and/or attending Bayside U3A premises
  - loss of, or unauthorised access to members' personal information and related data held by Bayside U3A
  - breach of any premises owned, rented or occupied by Bayside U3A resulting in damage or theft to property or chattels
  - fire leading to personal injuries and/or property damage.
5. Potential hazards to the physical safety of members and volunteers, and procedures for maintaining a safe operating environment for U3A activities, are documented in Bayside U3A's *Health & Safety Policies*.
6. Risks to the privacy of members and volunteers due to loss or misuse of personal information, or breach of records security and procedures for safeguarding privacy, are documented in Bayside U3A's *Privacy Policy*.
7. Risks to the financial standing and assets of Bayside U3A and procedures for sound financial management and control may be documented in Bayside U3A's *Finance Policy* and associated procedures.
8. Risks will be managed by the relevant Bayside U3A responsible individual(s) nominated by Bayside U3A's Committee of Management:

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- identifying the risks associated with the specific activity, where a need for a risk assessment is identified
- evaluating the likelihood of each identified risk eventuating
- establishing practices where appropriate to avert and/or mitigate the impact of identified risks
- Preparing a Risk Management Plan for major events held by Bayside U3A

## Procedures

1. A risk assessment is developed for each Bayside U3A activity and event, where appropriate considering the event size and location. Bayside U3A is also required to complete a risk assessment in some cases when using other facilities e.g. Highett and Hampton Community Centres.
2. Buildings owned, rented or occupied by Bayside U3A, together with furniture, equipment and other chattels, will be safeguarded by an individual or individuals nominated by the Committee of Management by:
  - controlling access to keys and/or access codes to buildings, and to secure storage within buildings
  - maintaining an accurate and up-to-date register of persons who
    - hold keys/access codes, and/or
    - have access to secure storage.
  - appropriately and adequately securing valuable items, especially valuable portable items, against theft or damage in accordance with insurance coverage (where applicable)
  - storing insurance policies in Bayside U3A's records management system
  - recording all valuable items in Bayside U3A's *Asset Register* and storing the *Asset Register* in Bayside U3A's records management system.
3. Where Bayside U3A property is stolen or damaged due to vandalism, burglary or attempted entry, the damage will be photographed, reported immediately to Victoria Police, and reports will be prepared for insurance purposes (where applicable).
4. The events and activities carried out under its auspices of Bayside U3A vary greatly in terms of their size, complexity, and extent of variation from normal practice. The extent and form of risk management will accordingly vary greatly from case to case at the discretion of the Committee of Management.
5. A check will be carried out on all buildings owned, rented or occupied by Bayside U3A to ensure they have appropriate safeguards in place to mitigate injury, damage and/or the impact resulting from fire. This includes the following:
  - fire extinguishers are installed in each room and maintained in accordance with MFB standards
  - smoke alarms are installed in each room and maintained in accordance with MFB standards

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- emergency evacuation procedures are displayed prominently
  - tutors are made aware of the emergency evacuation procedures and will familiarise class members on an annual basis
  - emergency exits are identified by prominent signage.
6. A member/volunteer may lodge an enquiry/complaint about risk management with Bayside U3A's Secretary; the Secretary will agenda the matter for the next meeting of the committee. The Committee of Management will review the enquiry/complaint promptly and agree on a response to the issue raised.
  7. A member/volunteer, who believes they have identified an unrecognised risk, or a deficiency in risk management procedures, is required to notify Bayside U3A's Secretary.

## Responsibilities

1. Bayside U3A's Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.
2. It is the responsibility of Bayside U3A's Committee of Management to ensure that the following risk management steps are followed by the relevant nominated individuals or sub-committees:
  - Risk analyses are conducted where appropriate, considering the activity or event size and location.
  - Effective risk management checklists/procedures are developed, endorsed and applied
  - Risk management checklists/procedures are regularly reviewed
  - Recommendations arising from risk management processes are evaluated and changes to procedures are implemented where appropriate
  - Members, Tutors, Facilitators and volunteers are made aware of the risk management policy and procedures
  - Members', Tutors' and Facilitators' enquiries, complaints and suggestions about risk management are followed up appropriately.
3. It is the responsibility of Bayside U3A's Course Coordinator to ensure that tutors are aware of:
  - Bayside U3A's emergency evacuation procedures
  - are aware of their responsibilities if an emergency evacuation is initiated
  - familiarise members of their classes/groups with the emergency evacuation procedures on an annual basis.
4. It is the responsibility of the Office Manager to:
  - Maintain an accurate and up-to-date register of persons who hold keys/access codes and have access to secure storage
  - Appropriately and adequately secure valuable items, especially valuable portable items against theft or damage in accordance with insurance coverage (where applicable).

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- make recommendations to the Committee of Management on emerging risk management issues.
5. It is the responsibility of the Treasurer to ensure that:
- all insurance policies are current and renewed in a timely manner
  - insurance policies are stored in Bayside U3A's records management system
  - all valuable items are recorded in an Asset Register and stored in Bayside U3A's records management system
  - the Asset Register is kept current and reflects all purchases of new equipment.
6. It is the responsibility of all volunteers, tutors and members to:
- Ensure that the Committee of Management is informed about any risk of which they become aware that cannot be mitigated by immediate local action, and/or is not covered by existing procedures
  - take immediate appropriate action to mitigate any minor risks or hazards observed in the course of Bayside U3A activities, where such action is readily achieved at the time.

## Related Policies

Nil