



Hepburn Shire

Policy Guideline 05 – Risk Management

Introduction

1. U3A Hepburn Shire endeavours to minimise the risk our operations pose to our organisation, members and volunteers.

Purpose

2. The purpose of this document is to identify potential risks to U3A Hepburn Shire and its members and to document our approach to managing identified risk.

Policy

3. U3A Hepburn Shire will institute procedures that will, as far as is possible, minimise the incidence of risk and mitigate the impact of any risk that eventuates.

4. 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.

5. Risks to be managed by U3A Hepburn Shire in the context of this policy include risk of:

- physical injuries to members, volunteers and visitors while participating in U3A-aided activities
- loss of, or unauthorised access to members' personal information and related data held by U3A Hepburn Shire
- loss of property

6. Risks will be managed by U3A Hepburn Shire's Committee of Management by appointing a Risk Management Sub-committee which will

- identify the risks associated with U3A Hepburn Shire's activities
- evaluate the likelihood of each identified risk eventuating
- establish practices to avert and/or mitigate the impact of identified risks
- make the *Risk Management Plan* available to members and maintain a *Risk Register*.

7. The Risk Management Sub-committee will report regularly to the Committee of Management and make recommendations to the committee on emerging risk management issues.

Procedures

8. Buildings rented by U3A Hepburn Shire, together with furniture, equipment and other chattels, will be safeguarded 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,
- appropriately and adequately securing valuable items, especially valuable portable items,
- recording all valuable items in U3A Hepburn Shire's *Asset Register* and storing the *Asset Register* in U3A Hepburn Shire's records management system.

9. A member/volunteer may lodge an enquiry/complaint about risk management with U3A Hepburn Shire's Risk Management Sub-committee. The matter will be placed on the agenda of the next meeting of the Committee of Management which will review the enquiry/complaint promptly, and agree on a response to the issue raised.

Responsibilities

10. U3A Hepburn Shire's Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.

11. U3A Hepburn Shire's Committee of Management will:

- evaluate recommendations arising from risk management processes and implement changes to procedures where appropriate
- ensure members and volunteers are aware of the risk management policy and procedures
- respond to members' enquiries, complaints and suggestions about risk management.

12. The Risk Management Sub-committee will:

- lead the committee's risk management analyses and document identified risks
- draft U3A Hepburn Shire's *Risk Management Plan* and maintain the *Risk Register*
- make recommendations to the Committee of Management on emerging risk management issues.

13. Tutors/facilitators in U3A Hepburn Shire's programs have a responsibility to:

- familiarise themselves with the emergency evacuation procedures of the venues in which they conduct activities
- ensure that members/participants are aware of the procedures.

14. Volunteers and members have a responsibility to:

- take all reasonable care for their own health and safety
- consider the health and safety of other people who may be affected by their actions
- inform the Risk Management Sub-committee of any risks of which they become aware.

Authorisation

15. This policy was adopted by the Committee of Management of U3A Hepburn Shire, and minuted as such, on 7 May 2018

16. This policy will be published by the Committee of Management of U3A Hepburn Shire on its website within 4 weeks of the date of this authorisation.

Related Policies

Nil