



**CASEY**  
UNIVERSITY OF THE THIRD AGE

## **RISK MANAGEMENT POLICY**

### **Introduction**

1. Casey U3A Inc. will endeavour 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 Casey U3A Inc. and its members and to document our approach to managing identified risk.

### **Policy**

3. Casey U3A Inc. adopts a policy of common sense in its approach to managing potential risks which may cause harm to property or people. Casey U3A Inc. will take all appropriate action to prevent, remove or minimise the risk of a hazardous situation occurring or a person being injured.
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. This policy encompasses, but is not limited to, physical, financial, reputational and legal hazards.
5. Risks to be managed by Casey U3A in the context of this policy include risk of:
  - i. Physical injuries to members, volunteers and visitors while participating in any Casey U3A auspiced event or activity.
  - ii. Loss of or unauthorised access to members personal information and related data held by Casey U3A Inc.
  - iii. Risks to the financial probity and security of funds of Casey U3A Inc. are covered in [Part 6-Financial Matters] of the Casey U3A Constitution document.
  - iv. Loss or damage to any Casey U3A property or equipment whether in use or in storage.
  - v. Fire leading to personal injury and/or property damage.
6. If a potential risk is identified and cannot be removed or minimised, the situation must be drawn to the attention of a representative of the venue management. If of a serious nature it should also be reported to a Casey U3A Inc. committee member.
7. It should be noted that Casey U3A Inc. does not own, operate or control any buildings or premises. Casey U3A Inc., members, volunteers and

visitors will comply with any risk management plan or procedure that is operated by venue owners.

8. Risks will be managed by Casey U3A Committee of Management by:
  - i. From time to time, the Committee may delegate the responsibility to a subcommittee or a single officer.
  - ii. Identifying the risks associated with Casey U3A Inc. activities
  - iii. Evaluating the likelihood of the risk happening
  - iv. Establishing practices to prevent or minimise the risk
  - v. Reporting and recording the risk and any preventative measures in the Committee minutes.

### **Procedures.**

9. Casey U3A Inc. equipment and other chattels will be safeguarded by the Committee of management by:
  - i. Controlling access to keys and/or codes and to secure storage in designated areas.
  - ii. Maintain a register of persons who have access to the keys/codes and secure storage areas.
  - iii. Maintain insurance cover against the theft or damage of valuable items of equipment.
  - iv. Store any such insurance policies in a secure place.
  - v. Record all such valuable equipment on Casey U3A Inc.'s Asset Register and ensure safe and secure storage of the Register.
10. Where any Casey U3A Inc. property or equipment is stolen or damaged due to vandalism, burglary or attempted entry, the damage will be photographed and the incident will be reported immediately to Victoria Police. Reports will be prepared for insurance claim purposes.
11. In the case of injury to a Casey U3A Inc. member, volunteer, visitor or any member of the public an Incident Report must be made by a tutor or course leader. The report must be forwarded to the President via any Committee of Management Member as soon as possible.
12. In the case of a serious injury or sudden illness, it is the Casey U3A policy to call an ambulance by dialling 000 immediately. It is expected that all Casey U3A members and volunteers will have adequate cover with Ambulance Victoria.
13. To guard against injury caused by fire or smoke Casey U3A Inc. Tutors or Course Leaders will:
  - i. Acquaint themselves with the venue fire and safety procedures
  - ii. Acquaint themselves with the position of any fire extinguishers and emergency exits
  - iii. Acquaint themselves with any venue emergency evacuation procedures
  - iv. In the event of an emergency evacuation, Tutors or Course Leaders must take with them the course attendance register and ensure that all course members have left the premises.

### **Responsibilities**

14. Any Casey U3A Inc. member or volunteer may raise an enquiry on any matter of risk. If they believe that they have identified an unforeseen risk they are required to notify the Casey U3A Inc. Secretary. The Secretary will raise the matter at the next Committee meeting. The Committee of Management will consider the matter and agree on a suitable response.
15. Casey U3A Inc.'s, Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.
16. It is the responsibility of Casey U3A Inc.'s Tutor Liaison Officer to ensure that Tutors or Course Leaders receive a printed copy of this policy and are fully aware of any safety requirements, including evacuation procedures, put in place by the venue's management.
17. Casey U3A Inc. Tutors or Course Leaders planning an excursion should: -
  - i. Consider age, health, and physical capacity of participants, weather conditions, conditions underfoot, and any other potential hazard.
  - ii. Properly plan potential activities and events to ensure that they are viable, without unacceptable levels of risk.
  - iii. Ensure first aid and emergency contingencies are considered.
  - iv. Ensure all participants are accounted for at the end of the activity.
  - v. Carry a charged mobile phone for use in an emergency.
18. Tutors or Course Leaders should make sure that all participating course members are wearing and displaying their membership badges. Badges should contain information regarding any medical condition and a contact phone number for their General Practitioner and/or next of kin etc.

**Authorisation.**

19. This policy was adopted by the Committee of Management of Casey U3A Inc., and minuted as such, on 27 April 2015.
20. This policy will be published by the Committee of Management of Casey U3A Inc. on its website within 4 weeks of the date of this authorisation.

Casey U3A Inc. 27 April 2015