

Policy Guideline 5 – Risk Management

Introduction

U3A Waverley Inc. (hereafter **U3A Waverley**) will endeavour to minimise the risk posed by our operations to our organisation, members and volunteers.

Purpose

The purpose of this document is to identify potential risks to **U3A Waverley** and our members and to document our approach to managing identified risk.

Policy

U3A Waverley acknowledges its duty to provide a safe environment for its members and volunteers and a reliable development path for the organisation.

U3A Waverley has procedures which will, as far as reasonable, minimise the incidence of risk and mitigate the impact of any risk which eventuates. The facilities used by **U3A Waverley** are owned and operated by City of Monash. The City of Monash is “The Occupier of the Premises” and consequently is responsible for the safe operation and maintenance of the facilities and car parks. City of Monash is represented on site by the Centre Coordinator.

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.

Risks to be managed by **U3A Waverley** in co-operation with City of Monash in the context with this policy include risk of

- Physical injuries to members, volunteers and visitors while participating in **U3A** activities and or attending the Premises
- Loss of or unauthorised access to members’ personal information and related data held by **U3A Waverley**
- Breach of any premises rented or occupied by **U3A Waverley** resulting in damage or theft to property or chattels
- Fire leading to personal injuries and/or property damage.

Potential hazards as to the physical safety of members and volunteers; and, procedures for maintaining a safe operating environment for U3A activities; are documented in **U3A Waverley Health and Safety Policies**.

U3A Waverley Privacy Policy documents management of risks as to the privacy of members and volunteers with respect to records and procedures due to the loss or misuse of personal information, or that caused by security breaches.

Risks will be managed by

U3A Waverley Committee of Management who will manage risks by

- Identifying the risks associated with **U3A Waverley** activities
- Evaluating the probability of each identified risk
- Establishing practices to avert and/or mitigate the impact of identified risks
- Preparing a Risk Management Plan for annual review.

The Risk Management Plan will be managed by **U3A Waverley Treasurer** by

- Leading the risk management analyses
- Documenting identified risks for endorsement by the Committee of Management
- Drafting risk management checklists for identifying risks for endorsement by committee
- Scheduling annual reviews by the committee
- Making recommendations to the committee on emerging risk management issues.

The Risk Management Plan will address

- Objectives of long term risk management
- Annual targets/objectives
- Procedures as to the management of each risk
- Progressive evaluation of the plan.

Procedures

Buildings rented or occupied by **U3A Waverley** together with furniture, equipment and other chattels will be safeguarded by the Committee of Management by

- Controlling access to secure storage within the building
- Maintaining an accurate and up-to-date register of persons who have access to secure storage
- Appropriately and adequately securing valuable items against theft or damage in accordance with the requirements of insurance policies
- Recording all valuable items in the Asset Register of **U3A Waverley** and storing said Register in the Records Management System.

Where property of **U3A Waverley** is stolen or damaged due to vandalism, burglary or attempted entry the damage will be photographed and reported to those authorities as required by current insurance policies.

To safeguard against injury or damage resulting from fire, and to mitigate the impact of fire

- Fire extinguishers are installed at appropriate intervals and positions throughout the building
- Fire detectors are installed in each class room
- Fire detection and fighting equipment will be maintained and inspected in accordance with MFB Standards
- Emergency evacuation procedures are prepared by City of Monash
- Emergency exits are identified by prominent signage
- Tutors will be provided with the emergency evacuation procedures and be required to familiarise members with these procedures annually
- Evacuation drills will be conducted with members and volunteers at the direction of City of Monash.

A member/volunteer may lodge an enquiry/complaint in writing about risk management with **U3A Waverley Secretary**; the Secretary will place the matter on the agenda of the next meeting of Committee of Management. The Committee of Management will review the enquiry/complaint promptly and prepare a response to the issue.

A member/volunteer who believes they have identified an unrecorded risk or a deficiency in the Risk Management Procedures is required to notify **U3A Waverley Secretary**.

Responsibilities

U3A Waverley Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.

U3A Waverley Committee of Management is responsible for the

- Regular conduct of risk assessment
- Development and endorsement of effective risk management procedures
- Regular review of procedures and checklists
- Endorsement of the Risk Management Plan and reviews thereof
- Evaluation of recommendations arising from the process
- Communication to members/volunteers of the Policy and Procedures.

U3A Waverley Course Coordinator is to ensure that Tutors receive a printed copy of **U3A Waverley** emergency Evacuation Procedures and are aware of their responsibilities if an emergency evacuation is initiated. Tutors are to familiarise members of their classes/groups with the Evacuation Procedure.

Authorisation

This policy was adopted by the Committee of Management of **U3A Waverley** per the minutes of meeting held 10th December 2015.

Related Policies

U3A Waverley Privacy Policy

U3A Waverley Health and Safety Policy