

## **POLICY 06: RISK MANAGEMENT POLICY**

### **1. INTRODUCTION**

U3A Mornington (referred to as “U3AM”, “We” or “Us” in this Policy) recognises the importance to the organisation of managing risks and will endeavour to avert or minimise risks wherever we can. We are committed to managing as far as is possible, risks associated with the running of authorised classes and activities within U3AM and the provision of authorised activities outside of U3AM premises.

### **2. PURPOSE**

The purpose of this policy is to identify potential risks to U3AM and to enable risk management procedures to be satisfactorily identified, organised and maintained.

The purpose of this policy is also to ensure that all members and volunteers work within our Public Liability Insurance requirements and to encourage the identification of potential risks to U3AM and its members and volunteers and to document our approach to managing those identified risks.

### **3. SCOPE**

This policy applies to U3AM as an organisation as well as to our member tutors, honorary/guest tutors and volunteers (hereafter referred to as volunteers) and to our members. It also applies to visitors under the control of U3AM.

### **4 DEFINITIONS**

Risk is defined as the probability that an occasion or event will arise that presents a danger to our organisation and members. It includes, but is not limited to:

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- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards
- Succession risks

## 5. POLICY

5.1 U3AM acknowledges its duty to provide a safe environment for its members and volunteers.

5.2 Risks to be managed by U3AM in the context of this policy include the following:

- Physical injuries to members, volunteers and visitors while participating in U3AM auspiced activities and/or attending premises designated for use by U3AM.
- Loss of, or unauthorised access to members' personal information and related data held by U3AM.
- 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. These are documented in our Privacy Policy.
- Breach of policy in any premises owned, rented or occupied by U3AM resulting in damage or theft to property or chattels.
- Fire leading to personal injuries and/or property damage.
- Potential hazards to the physical safety of members and volunteers; and procedures for maintaining a safe operating environment for U3AM activities. These are documented in our Health & Safety Policy.
- Risks to the financial standing and assets of U3AM. These are documented in our Financial Management Policy.
- Loss of key people and the organisational knowledge they possess. Succession planning is covered in a separate document.

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5.3 Risks will be managed by U3AM's Committee of Management (Committee) by:

- identifying the risks associated with U3AM's activities.
- evaluating the likelihood of each identified risk eventuating.
- establishing practices to avert and/or mitigate the impact of identified risks.

## 6. RESPONSIBILITIES

6.1 U3AM's Committee of Management is responsible for:

- Developing, implementing, reviewing and publishing this policy.
- Ensuring risks are identified and evaluated.
- Developing, endorsing and applying effective risk management checklists/ procedures to all relevant areas and activities.
- Regularly reviewing risk management checklists/procedures.
- Evaluating recommendations arising from risk management reviews and implementing changes to procedures where appropriate.
- Ensuring that copies of up-to-date risk management checklists are kept in Microsoft Teams.
- Ensuring members and volunteers are aware of the risk management policy and procedures.
- Responding to members' enquiries, complaints and suggestions about risk management.

6.2 It is the responsibility of the Occupational Health & Safety (OH&S) Officer to:

- Make recommendations to the Committee on emerging risk management issues and to identify practices to avert or minimise those risks.
- Immediately bring to the attention of the Committee all incidents arising, what action was taken and what action needs to be taken to prevent the incident happening again.

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6.3 It is the responsibility of the OH&S Officer to ensure that volunteers:

- Are aware of the evacuation procedures displayed by the Shire in each room at Currawong Campus.
- Are aware of their responsibilities if an emergency evacuation is initiated.
- Familiarise members of their classes/groups with the emergency evaluation procedures on an annual basis.
- Are aware that they must complete an Incident Form as soon as an incident occurs and ensure effective action is taken and that the report is sent to the OH&S Officer ASAP.

6.4 It is the responsibility of the Course Coordinator to:

- Ensure that where tutors conduct courses in their own homes, they will complete a Site Inspection Self-Checklist prior to commencement.

6.5 It is the responsibility of all members and volunteers to ensure that:

- They are familiar with U3AM'S risk management procedures applicable to their area.
- They observe those risk management procedures.
- They inform their tutor, the Course Coordinator or the OH&S Officer if they become aware of any risk not covered by existing procedures.

## **7. PROCEDURE**

7.1 Security of Building and Property

7.1.1 Buildings owned, rented or occupied by U3AM, together with furniture, equipment and other chattels, will be safeguarded by the Committee by:

- Controlling access to keys and/or access codes to buildings, and to secure storage within buildings.

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- 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 Microsoft Teams.
- Recording all valuable items in the Asset Register and storing the Asset Register in Microsoft Teams.

7.1.2 Where U3AM 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).

## 7.2 Fire

Currawong Campus is owned by the Mornington Peninsula Shire and procedures in relation to a fire breaking out on Campus is the responsibility of the Shire. These include fire evacuation procedures, installation of smoke alarms and fire extinguishers, etc. U3AM has a responsibility to follow these procedures.

## 7.3 Enquiries/Complaints

A member may lodge an enquiry/complaint about risk management with the OH&S Officer.

The OH&S Officer will list the matter as an agenda item for the next meeting of the Committee. The Committee will review the enquiry/complaint promptly and agree on a response to the matter raised.

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## 8. RELATED POLICIES

- 01: Code of Conduct Policy
- 02: Privacy Policy
- 03: Confidentiality Policy
- 04: Conflict of Interest Policy
- 07: Financial Management Policy
- 09: Health and Safety Policy

## 9. REFERENCES

- U3A Network Victoria
- Institute of Community Directors Australia

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