



Policy Guideline 05 – Risk Management

Introduction

1. U3A Brimbank 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 U3A Brimbank and its members and to document our approach to managing identified risk.

Policy

3. U3A Brimbank acknowledges its duty to provide a safe environment for its members and volunteers and a reliable development path for the organisation.
4. U3A Brimbank will institute procedures that will, as far as is possible, minimise the incidence of risk and mitigate the impact of any risk that eventuates.
5. 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.
6. Risks to be managed by U3A Brimbank in the context of this policy include risk of:
 - physical injuries to members, volunteers and visitors while participating in U3A auspiced activities and/or attending U3A Brimbank premises
 - loss of, or unauthorised access to members' personal information and related data held by U3A Brimbank
 - breach of any premises owned, rented or occupied by U3A Brimbank resulting in damage or theft to property or chattels
 - fire leading to personal injuries and/or property damage.
7. Potential hazards to the physical safety of members and volunteers; and, procedures for maintaining a safe operating environment for U3A activities; are documented in U3A Brimbank's *Health & Safety Policies*.
8. 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 U3A Brimbank's *Privacy Policy*.
9. Risks to the financial standing and assets of U3A Brimbank and procedures for sound financial management and control may be documented in a separate policy statement and associated procedures.
10. Risks will be managed by U3A Brimbank's Committee of Management by:
 - identifying the risks associated with U3A Brimbank's activities
 - evaluating the likelihood of each identified risk eventuating
 - establishing practices to avert and/or mitigate the impact of identified risks

Procedures

11. Buildings owned, rented or occupied by U3A Brimbank, 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 (a) hold keys/access codes, and/or (b) 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 U3A Brimbank's records management system
 - recording all valuable items in U3A Brimbank's *Asset Register* and storing the *Asset Register* in U3A Brimbank's records management system.
12. Where U3A Brimbank 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).
13. To safeguard against injury or damage resulting from fire, and to mitigate the impact of fire:
- tutors will be provided with the emergency evacuation procedure and be required to familiarise members with these procedures annually
14. A member/volunteer may lodge an enquiry/complaint about risk management with U3A Brimbank'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.
15. A member/volunteer, who believes they have identified an unrecognised risk, or a deficiency in risk management procedures at a venue, is required to notify the relevant Community Centre.

Responsibilities

16. U3A U3A Brimbank's Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.
17. It is the responsibility of U3A Brimbank to:
- Be alert and respond to information about risks posed to members when being part of classes or activities organized by U3A Brimbank .
 - When the risk is a direct responsibility of the rented premises, inform the relevant authorities for them to take the appropriate measures.
 - Ensure members and volunteers are aware of the risk management policy and procedures
 - Respond to members' enquiries, complaints and suggestions about risk management.
18. It is the responsibility of Brimbank U3A's Program Coordinator to ensure volunteers receive printed copies of emergency procedures of the venues in which they are conducting business, and that they are aware of their responsibilities if an emergency evacuation is initiated; to familiarise members of their classes with the emergency procedures on an annual basis.
19. It is the responsibility of all volunteers and members to inform the Committee of Management about any risk of which they become aware that is not covered by existing procedures.

Authorisation

20. This policy was adopted by the Committee of Management of U3A Brimbank, and minuted as such, on 23rd March, 2015.
21. This policy will be published by the Committee of Management of U3A Brimbank on its website within 4 weeks of the date of this authorisation.

Related Policies

Nil