



Risk Management Procedure for classes at all indoor venues *excepting BGMAW

General risks for any U3A activity	Likelihood: Possible/Probable (P) Unlikely (U) Rare (R)	Impact: Severe (S) Moderate (M) Negligible (N)	Possible causes	Management Practices	Responsibility of....
Risks to privacy					
Potential misuse of personal details: email address, phone number, residential address	P	M-S	Personal details are inappropriately revealed to other U3A members or outside people.	Office volunteers are instructed in methods to avoid revealing personal details.	Office Manager
			Written material that contains personal details is disposed of in a careless manner.	All out-of-date written material in the office must be shredded before disposal if it contains personal details of U3A members.	Office Manager
				Tutors/Class Convenors are instructed to keep printed lists of class members' personal details in a private place when conducting the class and to dispose of responsibly at the conclusion of the course.	Class Coordinator Tutor/Class Convenor
				When communicating via bulk email, Tutors/Class Convenors are instructed to either use the Member	

				Wizard emailing function or to blind copy (Bcc) the email address of all recipients. Tutor/Class Convenor to seek permission of a class member before revealing phone number or email address to another member.	Class Coordinator Tutor/Class Convenor Tutor/Class Convenor
Potential misuse of personal image in the form of a photograph or video footage	P	M-S	Image appearing in hard copy form or digital form without the member's permission	All members to be advised when a photograph or video is to be recorded	Camera/video recorder Tutor/Class Convenor
Health and Safety Risks					
Discomfort caused by poor indoor or outdoor environment	U	M	Uncomfortable temperatures Poor ventilation Excessive noise Insufficient lighting Insufficient and/or non-hygienic toilets and hand basins	Report anything deemed unsafe to committee of management Regular review of environments and modifications made where necessary	Tutor/Class Admin Committee

Falls	P	M-S	Unsafe entrances, exits, steps, stairs and ramps Slippery and uneven floors Obstructions and trip hazards	Report any unsafe conditions to committee Warn members of potential hazards Remove or modify identified hazards Have access to first aid kit Take first-aid measures in line with laminated emergency response charts/cards.	Tutor/Class Admin Tutor/Class Admin Short-term: Tutor/Class Admin Long-term: Committee Tutor/Class Admin Anyone
Suspected heart attack	U	M-S	Pre-existing condition New illness Over-exertion	Call 000 Take first-aid measures in line with laminated emergency response charts/cards. Use defibrillator if available and appropriate Regular training in use of defibrillator Contact The member's listed emergency contact	Anyone Anyone Anyone Committee Tutor/Class Admin
Suspected stroke	U	M-S	Pre-existing condition New illness	Call 000 Take first-aid measures in line with laminated emergency response charts/cards. Contact The member's listed emergency contact	Anyone Anyone Tutor/Class Admin

Applies to areas of high fire danger – Hut 48, Buninyong venues etc. Potential danger on declared bushfire days	P	M-S	High temperature	Tutor will definitely cancel the class on extreme or catastrophic fire danger days.	Tutor/Class Admin
			High winds, particularly north wind		
			Local bushfire in any season	Tutor will consider cancelling the class on days with high temperature predicted. Class members advised of cancellation no later than the night before.	Tutor/Class Admin Tutor/Class Admin

2026 Risk Management Review Team:

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