



RISK MANAGEMENT for CLASSES THAT VISIT THE GARDEN (and interior) of MEMBERS' PRIVATE HOMES

This document particularly applies to the group named 'Sharing the Journey of Your Garden'.

General risks for any U3A activity	Likelihood: Possibly/Probably (P) Unlikely (U) Rare (R)	Impact: Severe (S) Moderate (M) Negligible (N)	Possible causes	Management Practices	Responsibility of....
Risk 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. Written material that contains personal details is disposed of in a careless manner.	Office volunteers are instructed in methods to avoid revealing personal details. All out-of-date written material in the office must be shredded before disposal if it contains personal details of U3A members. 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. 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	Office Manager Office Manager Class Coordinator Tutor/Class Convenor

			Obstructions and trip hazards	Have access to simple first aid kit containing bandaids and antiseptic cream	Home owner
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 number.	Anyone Anyone Anyone Committee Tutor/Class Convenor
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 members listed emergency number.	Anyone Anyone Tutor/Class Convenor
Applies to areas of high fire danger – outskirts of Ballarat, Buninyong Potential danger on declared bushfire days	P	M-S	High temperature High winds, particularly north wind Local bushfire in any season	Tutor will definitely cancel the class on extreme or catastrophic fire danger days. 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 Convenor Tutor/Class Convenor Tutor/Class Convenor
Traffic accidents	P-U	M-S	Inattention on the part of the driver or pedestrian	All class members to follow road rules	All participants

2026 Risk Management Review Team:

Adele Byrne (Governance)

Coral Hiscock (Secretary)

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Our thanks to Dr Jim Thomson for his input into some of these procedures.