

RISK MANAGEMENT POLICY

Introduction

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

U3A Ballarat will endeavour to minimise the risk our operations pose to our organisation, members and volunteers.

Purpose

The purpose of this policy is to document our approach to managing identified risk.

Policy

U3A Ballarat will institute procedures that will, as far as is possible, minimise the incidence of risk and mitigate the impact of any risk that eventuates.

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.

Risks to be managed by U3A Ballarat 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 Ballarat premises
- Loss of, or unauthorised access to members' personal information and related data held by U3A Ballarat
- Breach of any premises owned, rented or occupied by U3A Ballarat resulting in damage or theft to property or chattels

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- 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 U3A Ballarat activities, may be documented in a separate policy statement or procedure(s).

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 Ballarat's Privacy Policy.

Risks to the financial standing and assets of U3A Ballarat and procedures for sound financial management and control may be documented in a separate policy statement and associated procedures.

Management

Risks will be managed by U3A Ballarat's Committee of Management by:

- Identifying the risks associated with U3A Ballarat's activities
- Evaluating the likelihood of each identified risk eventuating
- Establishing practices to avert and/or mitigate the impact of identified risks

Responsibilities

U3A Ballarat's Committee of Management is ultimately responsible for:

- Developing, implementing and reviewing this policy
- Developing, endorsing and applying effective risk management checklist/procedures
- Regularly conducting and reviewing risk analyses and procedures
- Evaluating recommendations arising from risk management processes and implementing changes to procedures where appropriate, and:
- Responding to member's enquiries, complaints and suggestions about risk management

In undertaking any of these responsibilities the U3A Ballarat Committee of Management may appoint a volunteer Risk Management Officer or convene a subcommittee to assist them.

U3A Ballarat's Class Coordinator is responsible for ensuring that tutors and class representatives are:

- Briefed on U3A Ballarat's venues emergency evacuation procedure
- Aware of their responsibilities if an emergency evacuation procedure is initiated
- Familiarise member's of their classes/groups with the emergency evaluation procedures on an annual basis

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

- Familiar with U3A Ballarat's risk management procedures applicable to their area
- Observe those risk management procedures
- Inform their Tutor or Class Coordinator if they become aware of any risk not covered by existing procedures

Any queries or complaints about risk management should be forwarded to the Secretary at info@u3aballarat.org.au who will bring these to the attention of the Committee of Management.

Related documents

Any relevant documents will be made available on request to the Secretary.