



**RISK MANAGEMENT POLICY**

<b>Version</b>	<b>Date</b>	<b>Author</b>

**References:**

- A. Occupational Health and Safety Act 2004 (VIC)
- B. Victorian Managed Insurance Authority (VMIA)
- C. U3A Werribee Region Inc Rules for an Incorporated Association
- D. AS/NZS ISO 3100 2018 Risk Management - Guidelines

**Introduction**

U3A Werribee Region Inc (here after referred to as U3A Werribee) will endeavour to minimise the risk our operations pose to our organisation, members, and volunteers by ensuring the facilities used are fit for purpose, safe and compliant with current rules and regulations.

**Purpose**

The purpose of this document is to identify potential risks to U3A Werribee its members and volunteers and to document our approach to managing any identified risks through hazard mitigation.

**Policy**

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

U3A Werribee will institute procedures that will, as far as is practical, 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 Werribee in the context of this policy include risk of:

- Physical injuries to members, volunteers and visitors while participating in U3A Werribee activities and / or attending U3A Werribee authorised venues
- Loss of, or unauthorised access to members' personal information and related data held by U3A Werribee
- Breach of any premises owned, hired, or occupied by U3A Werribee 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 group/class activities which are documented in the U3A Werribee *Health & Safety Policies*.

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 Werribee *Privacy Policy*.

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

Risks will be managed by U3A Werribee Committee of Management by:

- Appointment of the Courses Coordinator as the Risk Management Officer
- Identifying the risks associated with U3A Werribee activities
- Evaluating the likelihood of each identified risk eventuating
- Establishing practices to avert and/or mitigate the impact of identified risks
- Maintaining a *Risk Register* (refer annex) and publishing updates to current risks in the *Risk Management Policy* on its website.

The Courses Coordinator appointed as the Risk Management Officer will coordinate preparation of U3A Werribee annual *Risk Management Policy* and maintain the *Risk Register* for endorsement by the Committee of Management through:

- Leading the initial and annual risk management analyses
- Documenting identified risks for inclusion in the *Risk Register*
- Drafting risk management checklists for identified risks
- Scheduling annual reviews of risks and the endorsed risk management checklists
- Produce targets / objectives for the Identified risks (extracted from *Risk Register*) and checklists / procedures to address each risk evaluation of previous *Risks*.

## Procedures

Venues hired or occupied by U3A Werribee, together with furniture, equipment, and other chattels, will be safeguarded by the Committee of Management by:

- Where required, controlling access to keys and/or access codes to venues, and to secure storage within venues
- Maintaining an accurate and up-to-date register of U3A Werribee authorised 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
- Recording all valuable items in U3A Werribee *Asset Register* and storing the *Asset Register* in U3A Werribee records management system.

Where U3A Werribee 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).

To safeguard against injury to members or damage resulting from fire, and to mitigate the impact of fire the Course Coordinator shall ensure that:

- Fire extinguishers installed in community and retirement village venues are identified by type including location in these venues
- Status of fire extinguishers is clearly marked with an inspection tag and maintained in accordance with current standards
- Smoke alarms are installed in occupied rooms and maintained in accordance with current standards
- Emergency evacuation procedures will be displayed prominently in each classroom at community and retirement village venues
- Emergency exits are identified by prominent signage
- Group Leaders are provided with the emergency evacuation procedure
- Familiarise members with emergency evacuation procedures annually.

A member / volunteer may lodge an enquiry / complaint about risk management with U3A Werribee Secretary. The Secretary must place the matter on the agenda for the next meeting of the Committee of Management. The Committee of Management will review the enquiry / complaint promptly and agree on a response to the issue raised.

A member / volunteer, who believes they have identified an unrecognised risk, or a deficiency in risk management procedures, is required to notify U3A Werribee Secretary. The Secretary must place the matter on the agenda for the next meeting of the Committee of Management. The Committee of Management will review the enquiry / complaint promptly and agree on a response to the issue raised.

## **Responsibilities**

U3A Werribee Committee of Management is responsible for developing, implementing, reviewing, and publishing this policy.

It is the responsibility of U3A Werribee Committee of Management to:

- Regularly conduct risk analyses

- Develop, endorse, and apply effective risk management checklists/procedures
- Endorse the annual risk management policy procedures
- Evaluate recommendations arising from risk management processes and implement changes to procedures where appropriate
- Regularly review risk management checklists/procedures
- Ensure members and volunteers are aware of the risk management policy and procedures
- Respond to members' enquiries, complaints, and suggestions about risk management.

It is the responsibility of U3A Werribee Courses Coordinator as the Risk Management Officer to:

- Lead the Committee of Management annual risk management analyses and to document identified risks
- Draft risk management checklists for identified risks
- Schedule annual reviews of risks and checklists
- Maintain the *Risk Register*
- Make recommendations to the Committee of Management on emerging risk management issues

It is the responsibility of the Courses Coordinator as the Risk Management Officer to ensure:

- That Group Leaders or representative are briefed on venue emergency evacuation procedure
- Are aware of their responsibilities if an emergency evacuation is initiated
- Familiarise members of their classes/groups with the emergency evacuation procedures at the beginning of Term 1 and when new members attend classes.

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.

### **Contact details**

If you have any questions about this Risk Management Policy document, please contact the Secretary or member of the Committee where a perceived risk and/or hazard could exist at:

Secretary / Member of Committee

U3A Werribee Region Inc.

Post: PO Box 1264, Pacific Werribee Plaza, Wyndham VIC 3030

Email: [sec@u3awbee@hotmail.com](mailto:sec@u3awbee@hotmail.com)

### **Authorisation**

This policy was adopted by the Committee of Management of U3A Werribee Region Inc in accordance with the Annual General Meeting minutes of the meeting held on the 16 February 2023.

**Related Policies**

- Health and safety Policy

**Review.**

- This document is to be reviewed every twelve months from date of release.

**Annex**

Risk

Assessment

Worksheet

### Risk Assessment Worksheet

The Committee of Management is responsible for maintaining a current copy of the U3A Werribee Risk Assessment Worksheet.

The main categories consist of:

- Compliance, Legal and Statuary
- Finance and Funding
- Operational
- Workplace Health and Safety
- Human Resources
- Stakeholders
- Information Management
- Security
- Reputational.

Each section has a Hazard, Inherent Risk with Consequence and Likelihood rating followed by a Residual Risk once controls are put in place

An example of this is as follows:

Category / Task / Activity	Hazard (what could happen)	Inherent Risk (considering no controls)			Hazard Controls	Residual Risk (considering controls implemented)		
		Consequence Rating	Likelihood Rating	Inherent Level of Risk		Consequence Rating	Likelihood Rating	Residual Level of Risk
Human Resources	Inability to provide tutors /group leaders impacting on the delivery of courses/classes	Moderate	Possible	MEDIUM	Ensure availability of Group Leaders are availability prior to commencement of each term Maintain awareness of U3A Network Tutor Bank leaders	Insignificant	Rare	VERY LOW

A copy of the complete worksheet is available from the Committee of management