Policy Guideline 05 – Risk Management

Introduction

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

Policy

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

- U3A Ringwood Incorporated 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 Ringwood Incorporated 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 [name of organisation] premises
    - loss of, or unauthorised access to members' personal information and related data held by U3A Ringwood Incorporated
    - breach of any premises owned, rented or occupied by U3A Ringwood Incorporated 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 U3A activities; are documented in U3A Ringwood Incorporated's *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 Ringwood Incorporated's *Privacy Policy.*

- Risks to the financial standing and assets of [name of organisation] 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 Ringwood Incorporated's Committee of Management by:
  - appointing a volunteer Risk Management Officer, who may be a member of the Committee of Management
  - identifying the risks associated with U3A Ringwood Incorporated's activities
  - evaluating the likelihood of each identified risk eventuating
  - establishing practices to avert and/or mitigate the impact of identified risks
  - publishing an annual *Risk Management Plan* on its website and maintaining a *Risk Register*.

- The Risk Management Officer will coordinate preparation of U3A Ringwood Incorporated's annual *Risk Management Plan* and maintain the *Risk Register* by:
  - leading the committee's initial and annual risk management analyses
  - documenting identified risks for endorsement by the committee and inclusion in the *Risk Register*
  - drafting risk management checklists for identified risks, for endorsement by the committee
  - scheduling annual reviews by the committee of risks and the endorsed risk management checklists
  - preparing an annual *Risk Management Plan* comprising —
    – long term risk management aims
    – targets/objectives for the year
    – identified risks (extracted from *Risk Register*) and checklists/procedures to address each risk – evaluation of previous annual *Risk Management Plan*
  - make recommendations to the committee on emerging risk management issues.

Procedures

12. Buildings owned, rented or occupied by U3A Ringwood Incorporated, 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 Ringwood Incorporated's records management system
    - recording all valuable items in U3A Ringwood Incorporated's *Asset Register* and storing the *Asset Register* in U3A Ringwood Incorporated's records management system.

13. Where U3A Ringwood Incorporated 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).

14. To safeguard against injury or damage resulting from fire, and to mitigate the impact of fire:
    - fire extinguishers will be installed in each room and maintained in accordance with MFB[1] standards
    - smoke alarms will be installed in each room and maintained in accordance with MFB standards
    - emergency evacuation procedures will be displayed prominently in each classroom
    - evacuation drills will be conducted with members and volunteers on an annual basis
    - tutors will be provided with the emergency evacuation procedure and be required to familiarise members with these procedures annually
    - emergency exits will be identified by prominent signage.

15. A member/volunteer may lodge an enquiry/complaint about risk management with U3A Ringwood Incorporated]'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.

16. A member/volunteer, who believes they have identified an unrecognised risk, or a deficiency in risk management procedures, is required to notify U3A Ringwood Incorporated's Secretary.

Responsibilities

17. U3A Ringwood Incorporated's Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.

18. It is the responsibility of U3A Ringwood Incorporated's Committee of Management to:
    - regularly conduct risk analyses
    - develop, endorse and apply effective risk management checklists/procedures
    - regularly review risk management checklists/procedures
    - endorse the annual *Risk Management Plan*
    - evaluate recommendations arising from risk management processes and implement changes to procedures where appropriate
    - ensure members and volunteers are aware of the risk management policy and procedures
    - respond to members' enquiries, complaints and suggestions about risk management.

19. It is the responsibility of U3A Ringwood Incorporated's Program Coordinator to ensure that volunteers:
    - receive a printed copy of U3A Ringwood Incorporated's emergency evacuation procedure;
    - are aware of their responsibilities if an emergency evacuation is initiated;
    - familiarise members of their classes/groups with the emergency evaluation procedures on an annual basis.

20. It is the responsibility of the Risk Management Officer to:
    - lead the committee's annual risk management analyses and to document identified risks
    - draft risk management checklists for identified risks
    - schedule annual reviews of risks and checklists
    - draft [name of organisation]'s annual *Risk Management Plan* and maintain the *Risk Register*
    - make recommendations to the Committee of Management on emerging risk management issues.

21. 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

22. This policy was adopted by the Committee of Management of U3A Ringwood Incorporated, and minuted as such, on 14 May, 2015 for implementation on 1 July 2015.

23. This policy will be published by the Committee of Management of U3A Ringwood Incorporated on its website within 4 weeks of the date of implementation.

Related Policies
Nil

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