

# Risk Management Policy

## Introduction

1. U3A Myrtleford and District Inc. 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 Myrtleford and District Inc. and its members and to document our approach to managing identified risk.

## Policy

3. U3A Myrtleford and District Inc. has a duty to provide a safe environment for its members and volunteers and a reliable development path for the organisation.
4. U3A Myrtleford and District Inc. will institute procedures that will, as far as is possible, minimise the incidence of risk and mitigate the impact of any risk that eventuates.
5. 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.
6. Identified risks in the context of this policy include but are not limited to:
  - physical injuries to members, volunteers and visitors while participating in U3A auspiced activities and/or attending U3A Myrtleford and District Inc. premises
  - loss of, or unauthorised access to members' personal information and related data held by U3A Myrtleford and District Inc.
  - breach of any premises owned, rented or occupied by U3A Myrtleford and District Inc. resulting in damage or theft to property or chattels
  - fire leading to personal injuries and/or property damage.
7. Procedures for managing the physical safety of members and volunteers and maintaining a safe operating environment for U3A activities are documented in U3A Myrtleford and District Inc.'s *Health & Safety Policy (Incident and Injury)*.
8. 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 Myrtleford and District Inc.'s *Privacy Policy*.
9. Risks to the financial standing and assets of U3A Myrtleford and District Inc. and procedures for sound financial management and control may be documented in a separate policy statement and associated procedures.

10. Risks will be managed by the committee, U3A Myrtleford and District Inc. by:
  - appointing a volunteer Risk Management Officer, who may be a member of the Committee of Management
  - identifying the risks associated with U3A Myrtleford and District Inc.'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*.
11. The Risk Management Officer will coordinate preparation of U3A Myrtleford and District Inc.'s annual *Risk Management Plan* and maintain a *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 of risks and endorsed risk management checklists for the Committee's consideration
  - preparing an annual *Risk Management Plan* comprising —
    - 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 Myrtleford and District Inc., together with furniture, equipment and other chattels, will be safeguarded by the committee by:
  - controlling access to keys and/or access codes to buildings and secure storage within buildings
  - maintaining an accurate and up-to-date register of 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)
  - storing insurance policies in U3A Myrtleford and District Inc.'s records management system
  - recording all valuable items in U3A Myrtleford and District Inc.'s *Asset Register* and storing the *Asset Register* in U3A Myrtleford and District Inc.'s records management system.
13. Where U3A Myrtleford and District Inc. 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<sup>1</sup> 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 the Secretary of U3A Myrtleford and District Inc. The Secretary will agenda the matter for the next meeting of the committee. The committee will review the enquiry/complaint promptly and agree on an appropriate response.

16. A member/volunteer, who believes they have identified a risk, or a deficiency in risk management procedures, is required to notify the Secretary, U3A Myrtleford and District Inc.

## Responsibilities

17. The committee of U3A Myrtleford and District Inc. is responsible for developing, implementing, reviewing and publishing this policy.

18. It is the responsibility of U3A Myrtleford and District Inc.'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 the tutor coordinator, U3A Myrtleford and District Inc. to ensure that volunteers:

- receive a printed copy of U3A Myrtleford and District Inc.'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 all volunteers and members to inform the committee about any risk of which they become aware that is not covered by existing procedures.

## Authorisation

21. This policy was adopted by the Committee of Management of U3A Myrtleford and District Inc., and minuted as such, 5 February, 2021

22. This policy will be published by the Committee of Management of U3A Myrtleford and District Inc. on its website within 4 weeks of the date of this authorisation.

## Related Policies

Nil
