

Policy No. 5: Risk Management

1. Introduction

U3A Frankston will endeavour to minimise the risk its operations pose to its organisation, members and volunteers.

2. Purpose

The purpose of this document is to identify potential risks to U3A Frankston and its members, and to document the Committee of Management's approach to managing identified risk.

3. Policy

- 3.1 U3A Frankston acknowledges its duty to provide a safe environment for its members and volunteers, and a reliable development path for the organisation.
- 3.2 U3A Frankston will institute procedures that will, as far as is possible, minimise the incidence of risk and mitigate the impact of any risk that eventuates.
- 3.3 For the purposes of this policy 'risk' is defined as the probability that an occasion or event will arise that presents a danger to the organisation, members or volunteers. This policy encompasses, but is not limited to physical, financial, reputational and legal hazards.
- 3.4 Risks to be managed by U3A Frankston 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 Frankston premises
 - loss of, or unauthorised access to, members' personal information and related data held by U3A Frankston
 - breach of any premises owned, rented or occupied by U3A Frankston resulting in damage or theft to property or chattels
 - fire, leading to personal injuries and/or property damage.
- 3.5 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 Frankston's *Health & Safety Policies*.
- 3.6 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 Frankston's *Privacy Policy*.
- 3.7. Risks to the financial standing and assets of U3A Frankston and procedures for sound financial management and control may be documented in a separate policy statement and associated procedures.
- 3.8 Risks will be managed by U3A Frankston's Committee of Management by:
 - appointing a volunteer Risk Management Officer, who may or may not be a member of the Committee of Management

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- identifying the risks associated with U3A Frankston's activities
 - evaluating the likelihood of each identified risk eventuating
 - establishing practices to avert and/or mitigate the impact of identified risks
- 3.9 The Risk Management Officer will coordinate preparation of U3A Frankston'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 of Management and inclusion in the *Risk Register*
 - drafting risk management checklists for identified risks for endorsement by the Committee of Management
 - scheduling annual reviews by the Committee of Management 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 and checklists/procedures to address each risk
 - evaluation of previous annual *Risk Management Plan*
 - make recommendations to the Committee of Management on emerging risk management issues.

4. Procedures

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

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- 4.2 Where U3A Frankston 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).
- 4.3 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 standards
 - smoke alarms should 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.
- 4.4 A member/volunteer may lodge an enquiry/complaint about risk management with U3A Frankston's Secretary and 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.
- 4.5 A member/volunteer, who believes they have identified an unrecognised risk, or a deficiency in risk management procedures, is required to notify U3A Frankston's Secretary.

5. Responsibilities

- 5.1 U3A Frankston's Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.
- 5.2 It is the responsibility of U3A Frankston'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

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- respond to members' enquiries, complaints and suggestions about risk management.
- 5.3 It is the responsibility of U3A Frankston's Class Coordinator to ensure that volunteers: receive a printed copy of U3A Frankston's emergency evacuation procedure; are aware of their responsibilities if an emergency evacuation is initiated and familiarise members of their classes/groups with the emergency evaluation procedures on an annual basis.
- 5.4 It is the responsibility of the Risk Management Officer to:
- lead the Committee of Management'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 U3A Frankston's annual *Risk Management Plan* and maintain the *Risk Register*
 - make recommendations to the Committee of Management on emerging risk management issues.
- 5.5 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.

6. Authorisation

- 6.1 This policy was adopted by the Committee of Management of U3A Frankston, and minuted as such, on 19 February 2016.
- 6.2 This policy will be published by the Committee of Management of U3A Frankston on its website within four weeks of the date of this authorisation.

Related Policies

- Policy No. 1: Privacy
- Policy No. 2: Code of Conduct
- Policy No. 3: Sexual Harassment
- Policy No. 4: Bullying
- Policy No. 6: Anti-Discrimination
- Policy No. 7: Health & Safety (Serious Injury & Incident Report)
- Policy No. 8: Conflict of Interest

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