



**HEALESVILLE**  
UNIVERSITY OF THE THIRD AGE

## Policy – Risk Management

### Introduction

U3AHealesville Inc. will endeavour to minimise the risk our operations pose to our organisation, members and volunteers.

### Purpose

The purpose of this document is to identify potential risks to U3AHealesville Inc. and its members and to document our approach to managing identified risk.

### Policy

1. U3AHealesville Inc acknowledges its duty to provide a safe environment for its members and volunteers and a reliable development path for the organisation.
2. U3AHealesville 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.
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 our organisation, members or volunteers. This policy encompasses, but is not limited to physical, financial, reputational and legal hazards.
4. Risks to be managed by U3AHealesville Inc. 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 U3AHealesville Inc. premises.
  - loss of, or unauthorised access to members' personal information and related data held by U3AHealesville Inc.
  - breach of any premises owned, rented or occupied by U3AHealesville Inc. resulting in damage or theft to property or chattels
  - fire leading to personal injuries and/or property damage.
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 U3AHealesville Inc's health & safety policies.
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 U3AHealesville Inc's Privacy Policy.
7. Risks will be managed by U3AHealesville Inc.'s Committee of Management by:
  - identifying the risks associated with U3AHealesville Inc.'s activities
  - evaluating the likelihood of each identified risk eventuating
  - establishing practices to avert and/or mitigate the impact of identified risks

## Procedures

1. Buildings owned, rented or occupied by U3AHealesville Inc., 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 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 U3AHealesville Inc.'s records management system
  - recording all valuable items in U3AHealesville Inc.'s Asset Register and storing the Asset Register in U3AHealesville Inc.'s records management system.
2. Where U3AHealesville 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).
3. A member/volunteer, who believes they have identified an unrecognised risk, or a deficiency in risk management procedures, is required to notify U3AHealesville Inc.'s Secretary.

## Responsibilities

1. U3AHealesville Inc.'s Committee of Management is responsible for:
  - developing, implementing, reviewing and publishing this policy.
  - regularly conduct risk analysis
  - develop, endorse and apply effective risk management checklists/procedures
  - regularly review risk management checklists/procedures
    - evaluate recommendations arising from risk management processes and implement changes to procedures where appropriate
    - to ensure members and volunteers are aware of the risk management policy and procedure
    - respond to members' enquiries, complaints and suggestions about risk management.
2. It is the responsibility of U3AHealesville Inc.'s Secretary to ensure that volunteers:
  - receive a printed copy of U3AHealesville 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 evacuation procedures on an annual basis.

3. 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**

This Policy was adopted by the Committee of Management of U3AHealesville Inc, and minuted as such on 16 February 2022.

This policy will be published by the Committee of Management of U3AHealesville Inc. on its website within 4 weeks of the date of this authorisation.

### **Policy Review**

This Policy will be reviewed at least annually or when circumstances change.

### **Related Policies**

- U3AHealesville Inc. Privacy Policy, Code of Conduct Policy, Covid-Health Safety Policy, Bullying Policy.