

Risk Management and Safety Policy

Purpose

1. The purpose of this document is to identify potential risks to U3AK and its members and volunteers and to document our approach to managing identified risk.

Policy

2. U3AK acknowledges its duty to provide a healthy and safe environment for its members and volunteers in places where U3AK courses, activities and events occur.

3. U3AK will institute procedures that will, as far as is possible, minimise the incidence of risk and mitigate the impact of any risk that eventuates.

4. 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.

5. Risks to be managed by U3AK in the context of this policy include risk of:

- physical injuries to members, volunteers and visitors while participating in U3A auspiced activities
- loss of, or unauthorised access to members' personal information and related data held by U3AK
- loss of property.

6. Risks will be managed by U3AK's Committee of Management by:

- appointing a Risk Management Officer, who is a member of the Committee of Management
- identifying the risks associated with U3AK's activities
- evaluating the likelihood of each identified risk eventuating
- establishing practices to avert and/or mitigate the impact of identified risks
- making an annual *Risk Management Plan* and *Risk Register* available to members.

Procedures

7. Buildings owned or rented by U3AK, 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 U3AK's records management system
- recording all valuable items in U3AK's *Asset Register* and storing the *Asset Register* in U3AK's records management system.

8. As a U3AK member or volunteer, you have a duty of care including:

- **the responsibility to act and go about your U3AK business safely**
- **taking all reasonable care for your own health and safety**
- **considering the health and safety of other people who may be affected by your actions.**

9. You may lodge an enquiry/complaint about risk management with U3AK's Risk Management Officer. The Committee of Management will review the enquiry/complaint promptly, and agree on a response to the issue raised.

10. If you believe you have identified an unrecognised risk, or a deficiency in risk management procedures, you should notify U3AK's Secretary.

11. 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 U3AK's annual *Risk Management Plan* comprising:
 - long term risk management aims
 - targets/objectives for the year
 - identified risks and checklists/procedures to address each risk
 - evaluation of the previous annual *Risk Management Plan*
- maintain the *Risk Register*
- make recommendations to the Committee of Management on emerging risk management issues.

Authorisation

This policy was adopted by the Committee of Management of U3AK, and minuted as such, on 29 Feb 2016.