

## PURPOSE

The purpose of this policy is twofold:

1. To reduce the risk of injury to members and visitors attending U3A events.
2. To protect the organisation and its members against risk of loss or action being taken against the organisation, its officers, committee and sub-committee members, activity leaders or individual members.

It is acknowledged and accepted that ensuring a safe environment is a shared responsibility. A safe environment means physical risk assessments are made, and procedures are in place for removing or managing hazards. It also implies procedures are in place for resolving disputes and grievances, and for discouraging situations like harassment and discrimination. All members are responsible for ensuring that risks to themselves and to others are minimized by contributing to removing the hazard or risk, or managing it.

## POLICY

In recognising and managing risk, U3A South Coast is guided by the Australia/New Zealand Standard on Risk Management (AS/NZ ISO 31000:2009) with the following intentions:

- Embed a common culture throughout the organisation that promotes awareness of potential exposures created by risk.
- Develop a structured Risk Management process to minimise reasonably foreseeable harm to people, disruptions to operations and damage to reputation.
- Encourage and train our members to implement Risk Management effectively and adopt continuous improvement in our management of risk.
- Communicate the notion of duty of care as a shared responsibility

## DEFINITIONS

**Risk management:** the forecasting and evaluating of the financial risks to the organisation and the risk of physical and emotional injury to people. Risk Management entails the identification and implementing of procedures to avoid or minimize the impact of risk as it threatens reasonably foreseeable harm to people, disruptions to operations and damage to reputation.

**Risk assessment:** the likelihood and the severity of outcomes. (See also Attachment 1.)

**Stakeholder:** a person with an interest or involvement in an activity, group or enterprise as a participant or provider.

## SUMMARY OF APPROACH

It is acknowledged and accepted that ensuring a safe environment is a shared responsibility.

1. Physical risk assessments are made, and procedures are in place for removing or managing hazards. Procedures are in place for resolving disputes and grievances, and for discouraging situations like harassment and discrimination.
2. All members are responsible for ensuring that risks to themselves and to others are minimized by contributing to removing the hazard or risk, or managing it.
3. Business and management practices are constantly reviewed to achieve the purpose.
4. Ethical Risk assessment – these are put into place in order to preserve the emotional wellbeing and safety of members and visitors. Such risk is considered and defined throughout the U3A South Coast Code of Conduct.

## THE AUTHORITIES FOR THIS POLICY

- An understanding of state and federal legislation, notably WHS Act 2011 as it applies to voluntary organisations and volunteers;
- Also discrimination law including but not limited to Equal Opportunity Act 1984, Racial Vilification Act 1995, Australian Human Rights Commission Act 1986;
- Australian Privacy Principles and Privacy Act 1988 and 2018
- U3A South Coast Inc. Constitution and Rules

## RISK MANAGEMENT PLAN – RESPONSIBILITIES OF STAKEHOLDERS

1. **The Management Committee** has overall responsibility for reviewing, disseminating and implementing the Risk Management policy
2. **The Program Committee** is responsible for ensuring Group Leaders are enabled to carry out basic risk management tasks at their venue.
3. **Leaders** are responsible for continuing their usual routine checks and all Leaders should refer to and follow the *Group Leaders Guide* for all procedures as well as basic risk assessment at the events they lead. This is a formalising of current practice, not a new task.
4. **All Members** have a duty of care to recognise risks and hazards and to either report to the Group Leader or Management Committee or remove the hazard, as well as assist members.
5. **Visitors** should conform to directions expressed by the group leader and the venue's rules (e.g. emergency and evacuation) as these directions relate to safety and procedures.
6. **Privacy: information** collected from members is limited to identifying names, addresses and contact details (usernames and phone numbers) and is used to communicate with members. Sensitive data (e.g. age, religion, marital state, political leanings,) are not collected. Identifying data are held securely and members can inspect and alter their own data.
7. **Privacy: Photos** Membership of U3A implies permission to show member images (photos) on website or in newspapers. Members can withdraw permission by letter to the Secretary.

## RISK MANAGEMENT PLAN - RISK AREAS TO BE MANAGED

- In all matters, the first reference is to the U3A South Coast Constitution.
- The Leaders' Guide (2019 revision) also provides direction.
- Financial Procedures are to be transparent. Members are referred to the U3A Constitution – items 16 and 18.
- Insurance and public liability: regulations and requirements as set out in the insurance policies and certificates of insurance are the primary guide.
- WHS/Safety: Risk assessment at events is undertaken by the leader. NB These include Emergency Response, First aid, Heat/inclement weather, Need for ambulance, Emergency Contact details, which are all covered in the Group Leaders' Guide.
- Privacy and handling personal information: records are secure and do not include sensitive personal information. Current archivist contact is available from Secretary.
- Use of media, newsletter and website should be authorised through the President or Chairperson on the Management Committee.
- Code of Conduct as a means of maintaining a respectful culture. In the event of a dispute or grievance, in the first instance, approach one of President or Vice President or Past President.
- Management and Program Committee succession: Position descriptions; a member survey and Skills Register may be developed, and "assistant-to" positions created.
- Reputation: A good reputation is among the most valuable assets for any organisation. Criticism and negative comment can damage reputation. Social media and the internet can be potentially positive or negative. The U3A South Coast Code of Conduct is the standard. Communications should set the tone by communicating the aims, inclusiveness and activities of U3A. Risk management implies action to protect members and the group in all matters and a response at Management Committee level to threats is appropriate.

### **Communication about Risk Management can be in meetings, via newsletter or website and should include:**

1. Participants are responsible for their own safety and should look out for each other.
2. Participants requiring assistance are required to arrange their own carer in advance.
3. Emergency numbers, Next of Kin details need to be available at the discretion of the member and current for each outing/activity.
4. First aid supplies are to be available and the policy followed for offering or administering Aid.

**OPTIONAL RISK ASSESSMENT FOR U3A South Coast - OUTINGS AND ACTIVITIES**

Date \_\_\_\_\_ Venue \_\_\_\_\_ Activity \_\_\_\_\_

Start Time \_\_\_\_\_ Transport \_\_\_\_\_ Leader \_\_\_\_\_ Contact \_\_\_\_\_

**LEADERS:** This checklist is a guide **ONLY** to anticipating Risk Management issues. It can help you assess and manage the most likely risks at a presentation, activity or outing. We must strive to eliminate or manage potential safety hazards and risks to health and wellbeing. The most likely issues are listed. **You should ascertain your venue’s emergency plans and response to incidents.** See NOTES.

1. Risk area	2.Checked	3. Hazard or potential risk and how serious (1-10)	4. Control action
Access: carpark, entries/exits			
Paths, floors even, nonslip			
Walkways, aisles clear, lit			
Tripping hazards			
Stairs and handrails			
Ramps and handrails			
Amenities available			
Systems to manage heat stress			
Action to manage excessive noise			
Action to manage inclement weather			
Outdoor shelter if needed for heat, cold, weather			
Health episodes likely			
Emergency plan displayed			
Exits clear, unobstructed			
First Aid Kit available			

**NOTES: Step 1/Column 1:**

Consider past incidents and accidents: what happened, how could it have been avoided, what is the appropriate response?

**Step 2/Column 2:** tick each issue as it is considered and investigated

**Step 3/ Column 3:** Identify the hazard in this outing/activity. Assess the likelihood and seriousness of the risk. What harm can occur from this potential hazard? How might harm be avoided?

**Step 4/Column 4:** Specify the control action taken. Eliminate the risk if possible, manage it if unavoidable and communicate with the venue, club members and visitors on the outing/activity.