

# **U3A Geelong Incorporated**

Reg. No. A12137

## **Risk Management Policy**

### **Introduction**

U3A Geelong Inc. acknowledges its duty to provide a safe environment for its members and volunteers, and will endeavour to minimise the risk our operations might pose to them.

### **Purpose**

The purpose of this document is to identify risks and potential risks to U3A Geelong Inc. and its members and to document the organisation's approach to managing them.

### **Policy**

1. For the purpose of this policy 'risk' is defined as the probability that an occasion or event will arise that presents a danger to the organisation, its members or volunteers. This policy encompasses but is not limited to physical, financial, reputational or legal hazards.
2. U3A Geelong Inc. will institute procedures that will, as far as possible, minimise the incidence of risk and mitigate the impact of any risk that eventuates.
3. Risks to be managed by U3A Geelong Inc. include:
  - physical injuries to members, volunteers and visitors while participating in U3A activities or attending U3A Geelong Inc. premises.
  - loss of, or unauthorised access to, members' personal information and related data held by U3A Geelong Inc.
  - illegal entry to any premises owned, rented or occupied by U3A Geelong Inc. resulting in damage to or theft of property or chattels.
  - fire leading to personal injuries and/or property damage.
  - risks to the financial status and assets of U3A Geelong Inc.
4. Risks will be managed by U3A Geelong Inc.'s Management Committee, who will investigate identified risks and potential risks as they come to the Committee's notice, and will take appropriate action to avert or mitigate such risks.

## Procedures

5. Buildings owned, rented or occupied by U3A Geelong Inc. together with furniture, equipment and other chattels, will be safeguarded by the Management Committee by:
  - controlling access to keys or access codes to buildings, and to secure storage within buildings.
  - maintaining an accurate and up-to-date register of persons who hold keys or access codes to buildings or secure storage within buildings.
  - 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 Geelong Inc.'s record management system.
  - recording all valuable items in U3A Geelong Inc.'s Asset Register and storing the Asset Register in its records management system.
6. Where U3A Geelong 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.
7. To safeguard against injury or damage resulting from fire, and to mitigate the impact of fire:
  - fire extinguishers and smoke alarms will be installed in each room and maintained in accordance with MFB or CFA standards.
  - emergency evacuation procedures will be prominently displayed in each classroom.
  - evacuation drills will be conducted with members and volunteers on an annual basis.
  - buildings are to display evacuation procedures and assembly points for the conduct of such exercises.
  - tutors will be provided with the emergency evacuation procedure and be required to familiarise class members with these procedures annually.
8. A member or volunteer may lodge an enquiry or complaint about a risk or risk management with the Secretary of U3A Geelong Inc., who will raise it at the next meeting of the Management Committee.

## Implementation

9. This policy was adopted by the Management Committee of U3A Geelong Inc. and minuted as such on 22nd July, 2020.
10. This policy will be published on the website of U3A Geelong Inc. within 4 weeks of the date of this authorisation, and copies made available to all tutors and volunteers.

