

Colac Otway Inc.
RISK MANAGEMENT POLICY

Introduction

U3A Colac Otway is committed to managing, as far as is possible, the risks to members & property associated with running authorised activities.

Purpose

The purpose of this policy is to ensure that all members are encouraged to identify potential risks to U3A Colac Otway, its members and property.

Policy

1. 'Risk' is defined as the probability that an occasion or event will arise, that presents a danger to U3A Colac Otway as an organisation and/or its members or property.
2. Risks to be managed by U3A Colac Otway in the context of this policy include risk of:
 - a. physical injuries to members and visitors while participating in U3A activities;
 - b. breach of policy in any premises occupied by U3A Colac Otway resulting in damage or theft to property;
 - c. fire leading to personal injuries and/or property damage or loss;
 - d. 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 Colac Otway's *Health & Safety Policy*.
 - e. risks to the privacy of members due to loss or misuse of personal information, or breach of records, security and procedures for safeguarding privacy. These are documented in U3A Colac Otway's *Privacy Policy*.
 - f. Risks to the financial standing and assets of U3A Colac Otway and procedures for sound financial management and control.
4. Risks will be managed by U3A Colac Otway's Committee of Management by:
 - a. appointing a volunteer Risk Assessment Officer, who may be a member of the
 - b. Committee of Management
 - c. identifying the risks associated with U3A Colac Otway's activities
 - d. evaluating the likelihood of each identified risk eventuating
 - e. establishing practices to avert and/or mitigate the impact of identified risks

Procedures

See:
Risk Management Assessment Procedure & Form;
Attendance Sheet;
Outings Form;
Incident Report Form;
Medical Card;
The Emergency Plan.

Responsibilities

U3A Colac Otway's Committee of Management will:

- develop, implement, review, authorise and publish this policy;
- regularly conduct risk analyses;
- develop, endorse and apply effective risk management checklists/procedures;
- regularly review risk management checklists/procedures;
- implement changes to procedures where appropriate;
- ensure members and volunteers are aware of the risk management policy and procedures;
- respond to members' enquiries, complaints and suggestions about risk management;
- Properly consider proposed activities including their merits, benefits and risks and that U3A Colac Otway has sufficient capacity to undertake the activity;
- exercise 'competent' and 'real' control over the operation of the activity.

The Risk Assessment Officer will:

- Assess venues using the Risk Assessment Form to document risks and ways of mitigating risks.
- Maintain the Risk Register of U3A Colac Otway Risk Management Assessment Forms
- Make recommendations to the committee on emerging risk management issues

The Committee of Management Activities Committee Liaison will:

Ensuring that new activities are presented to the Committee of Management for authorisation and approval.

Will advise those involved in any incident of the outcome as decided by the Executive.

Activities Committee Coordinators will:

Ensure that course leaders & tutors are familiar with

- risk assessment of their venue and ways to mitigate risks;
- the venue's emergency evacuation procedure;

Course leaders & tutors will:

- Complete an Incident Form as soon as an incident arises, ensure effective action is taken and that the Report is sent to the Committee of Management Executive.
- Familiarise members of their classes/groups with the emergency evacuation procedures on an annual basis.

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.

Insurance Cover

The purpose of this policy is also to ensure that all members work within our insurance requirements.

U3A Colac Otway classes & activities must be approved by the Committee of Management or its delegated officers to qualify as authorised activities.

This insurance covers the U3A Colac Otway organisation in the multiple locations where an authorised activity is taking place.

U3A's insurance is funded by the Victorian Government, through Victorian Managed Insurance Authority (VMIA) Community Service Organisation (CSO) insurance cover. It provides a range of general cover as follows:

1. **Personal Accident.** Cover for volunteers and eligible people within your organisation whilst performing their duty, for accidental bodily injury that results in:
 - loss of life,
 - permanent, or
 - temporary disablement.
2. **Public & Products Liability** Cover for your organisation to pay compensation for personal injury and/or property damage to third parties arising from your business activities.
3. **Professional Indemnity.** Cover for your organisation for an alleged breach of professional duty.
4. **Directors and Officers Liability (including Entity Liability and Employment Practices Violation).** Cover for civil claims made against your organisation's directors and officers (including employment-related matters) while acting in their capacity representing your organisation.
5. **Entity Fidelity.** Cover for loss of your organisation's money or other property arising from any dishonest or fraudulent act committed by an employee or volunteer of your organisation.

Authorisation:

This policy was adopted by the Committee of Management of U3A Colac Otway Incorporated as minuted on the 10th August 2021.