

Risk Management Policy

Introduction

1. U3A Castlemaine will endeavour to minimise the risk our operations pose to our organisation, members and volunteers.

Purpose

2. The purpose of this document is to identify potential risks to U3A Castlemaine and its members and to document our approach to managing identified risk.

Policy

3. U3A Castlemaine acknowledges its duty to provide a safe environment for its members and volunteers and a reliable development path for the organisation.
4. U3A Castlemaine will institute procedures that will, as far as is possible, minimise the incidence of risk and mitigate the impact of any risk that eventuates.
5. For the purposes of this policy 'risk' is defined as the probability that an occasion or event will arise that presents a danger to the organisation, members or volunteers. This policy encompasses, but is not limited to physical, financial, reputational and legal hazards.
6. Risks to be managed by U3A Castlemaine in the context of this policy include risk of:
 - physical injuries to members, volunteers and visitors while participating in U3A auspiced activities or attending U3A Castlemaine premises
 - loss of, or unauthorised access to members' personal information and related data held by U3A Castlemaine
 - breach of the security of any premises owned, rented or occupied by U3A Castlemaine resulting in damage or theft to property or chattels
 - fire leading to personal injuries and/or property damage.
7. Risks will be managed by U3A Castlemaine's Committee of Management by:
 - identifying the risks associated with U3A Castlemaine's activities
 - evaluating the likelihood of each identified risk eventuating
 - establishing practices to avert and/or mitigate the impact of identified risks
 - maintaining a Risk Register.

Procedures

8. Buildings owned, rented or occupied by U3A Castlemaine, together with furniture, equipment and other chattels, will be safeguarded by the Committee of Management by:
 - controlling access to keys or access codes to buildings, and to secure storage within buildings
 - maintaining an accurate and up-to-date record of persons who hold keys or access codes 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 U3A Castlemaine's records management system
 - recording all items of significant value in U3A Castlemaine's Asset Register and storing the Asset Register in U3A Castlemaine's records management system.
9. Where U3A Castlemaine property is stolen or damaged due to vandalism, burglary or attempted entry, any damage will be photographed, and the incident will be reported immediately to police, with a report will be prepared for insurance purposes where applicable.

10. Fire safety regulatory requirements applicable to buildings occupied or used by U3A Castlemaine will be complied with, in consultation with local fire authorities where applicable.

Responsibilities

11. U3A Castlemaine's Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.

Authorisation

12. This policy was adopted by the Committee of Management of U3A Castlemaine on **16 September 2019**.

Related Policies

Nil