



Risk Management Procedures

Responsibilities

It is the responsibility of the Management Committee to provide a safe and healthy environment for members, tutors and visitors.

It is the responsibility of members, tutors and visitors to be aware of and avoid situations in which they could be injured and/or their health adversely affected.

It is the responsibility of all committee members, tutors and visitors to report any situation that presents a risk or hazard to health to reception or record it in the Centre Manager Building Maintenance log.

It is the responsibility of the person to whom a risky or hazardous situation is reported to record the matter and ensure that the information is passed to the Centre Manager and Management Committee.

It is the responsibility of the Management Committee to provide tutors with a handbook outlining their responsibilities in relation to the health and safety of themselves and their class members.

It is the responsibility of members, tutors and visitors to comply with all reasonable instructions regarding preservation of health and safety of self and others.

Processes

The Management Committee shall:

- Assess risk and where necessary institute risk mitigation strategies in all decision making;
- Maintain processes to assess, manage, monitor and report risk;
- Promote awareness of risk and its management throughout the organisation;
- Ensure that all reports of situations that present a risk or hazard to health are considered and steps taken for rectification without delay;
- Provide all equipment and training necessary to ensure that health risks can be managed by tutors; and
- Ensure that Incident Report forms are available at each venue, are filled out when incidents occur and are stored safely for a minimum period of 3 years.
- Ensure that emergency contact details are recorded at enrolment and made available to all tutors.

Tutors shall:

- At all times consider the risk of injury and the health of participants when planning and/or arranging classes, activities or outings.
- Advise the Course Coordinator of any risk above the normal accepted level, prior to the activity taking place.
- Ensure that all procedures designed to protect the health and safety of members and outlined in Tutor handbooks, guides or other documents, are carried out.
- Ensure that members understand that a commitment to attend any class, activity or outing organised by U3A Pine Rives Inc is an acknowledgement that the member and any guest of the member, along with any visitor, is aware of the nature of the event and that they accept the risks associated with attendance.
- Ensure that an accurate record of all members and non-members including guests in attendance, is kept and that the list is available in the event of an emergency.
- Be vigilant about the fitness ability of participants and encourage them to limit their activities to a suitable level.
- Each year, for each exercise class, the tutor will require each member to complete a Physical Activity Indemnity Form which the tutor will retain and at the end of each year give to reception for archiving.
- Report all incidents promptly to reception and make the completed Incident Report form available for filing.

Members Shall:

- Act in a manner that does not place the health and safety of themselves or others at risk.
- Ensure that normal and reasonable duty of care is always undertaken and observed.
- Ensure appropriate food and beverage management and proper hygiene practices are observed when involved in food preparation or handling.

The Treasurer Shall:

- Be responsible for the accounting for and banking of all monies.
- Ensure that no payments are made without evidence of the debt by way of invoice or receipt.
- Keep the committee regularly informed regarding all financial matters and ensure that expenditure is approved by the committee.
- Ensure that the financial accounts are audited each year.