

Risk Management Policy 2022

Introduction

1. U3A Indigo 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 Indigo and its members and to document our approach to managing identified risk.

Policy

3. U3A Indigo acknowledges its duty to provide a safe environment for its members and volunteers and a reliable development path for the organisation.
4. U3A Indigo 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 our organisation, members, or volunteers. This policy encompasses, but is not limited to physical, financial, reputational and legal hazards.
6. Risks to be managed by Indigo U3A in the context of this policy include risk of:
 - Illness or physical injuries to members, volunteers and visitors while participating in U3A auspiced activities and/or attending Indigo U3A premises
 - loss of, or unauthorised access to members' personal information and related data held by Indigo U3A
 - breach of premises rented or occupied by Indigo U3A resulting in damage or theft to property or chattels
 - fire leading to personal injuries and/or property damage
7. Potential hazards to the physical safety of members and volunteers, and procedures for maintaining a safe operating environment for U3A activities are documented in Indigo U3A's *Health & Safety Policies*.
8. Risks to the privacy of members and volunteers due to loss or misuse of personal information, or breach of records security and procedures for safeguarding privacy, are documented in Indigo U3A's *Privacy Policy*.

9. Risks to the financial standing and assets of Indigo U3A and procedures for sound financial management and control are managed and documented through Committee of Management and audit processes.
10. Risks will be managed by Indigo U3A's Committee of Management by:
 - identifying the risks associated with U3A Indigo's activities
 - evaluating the likelihood of each identified risk eventuating
 - establishing practices to avert and/or mitigate the impact of identified risks

Procedures

12. Buildings owned, rented or occupied by Indigo U3A, together with furniture, equipment and other chattels, will be safeguarded by the Committee of Management by:
 - controlling access to keys and/or access codes to buildings, and to secure storage within buildings
 - maintaining an accurate and up-to-date register of persons who
 - (a) hold keys/access codes, or
 - (b) 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 Indigo U3A's records management system
 - recording all valuable items in Indigo U3A's *Asset Register* and storing the *Asset Register* in Indigo U3A's records management system.
13. Where Indigo U3A 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).
14. To safeguard against injury or damage resulting from fire, and to mitigate the impact of fire:
 - fire extinguishers will be installed and maintained
 - smoke alarms will be installed and maintained
 - emergency evacuation procedures will be displayed prominently
 - evacuation drills will be conducted with members and volunteers on an annual basis
 - tutors will be provided with the emergency evacuation procedure and be required to familiarise members with these procedures annually
 - emergency exits will be identified by prominent signage.
15. A member/volunteer may lodge an enquiry/complaint about risk management with Indigo U3A's Secretary; the Secretary will agenda the matter for the next meeting of the committee. The Committee of Management will review the enquiry/complaint promptly and agree on a response to the issue raised.

16. A member/volunteer, who believes they have identified an unrecognised risk, or a deficiency in risk management procedures, is required to notify Indigo U3A's Secretary.

Responsibilities

17. Indigo U3A's Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.
18. It is the responsibility of Indigo U3A's Committee of Management to:
 - regularly conduct risk analyses
 - develop, endorse and apply effective risk management checklists/procedures
 - regularly review risk management checklists/procedures
 - endorse the annual *Risk Management Plan*
 - evaluate recommendations arising from risk management processes and 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.
19. It is the responsibility of Indigo U3A's Program Committee to ensure that volunteer tutors are aware of their responsibilities if an emergency evacuation is initiated.
20. 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.

Authorisation

This policy was adopted by the Committee of Management of Indigo U3A, on 10 November 2022.