



PROBUS CLUB OF GLEN OSMOND INC. RISK MANAGEMENT POLICY

1. CONTEXT AND DEFINITION

The Glen Osmond Probus Club accepts that there are risks affecting the club. A risk is defined as the chance of something happening that will have an impact upon the organisation. Risk Management is about assessing potential risks within the club and acting to reduce the likelihood or consequence of them occurring.

2. RATIONALE FOR MANAGING RISK

Identifying potential risks and creating a risk management policy for the club can have the following benefits:

- Good management practice
- Reducing unexpected and costly surprises
- Assistance with planning of safe club events
- Encourage more people to participate in club activities.

3. COMMITMENT TO RISK MANAGEMENT

The Glen Osmond Probus Club has a commitment to use risk management practices to support and enhance our activities in all areas of the organisation. We will endeavour to:

- use a risk management approach to minimise reasonably foreseeable disruption to operations or harm to people;
- ensure risk management is an integral part of all our decision-making processes;
- identify and take advantage of opportunities as well as minimise adverse effects;
- implement risk management effectively.

4. THE ELEMENTS OF THE CLUB'S APPROACH TO RISK MANAGEMENT

Key aspects of our Risk Management approach include:

- identifying potential risks, which involves reviewing all club events (meetings, outings, tours, activities) to identify possible problems or risks;
- assessing the severity of risks to determine how serious identified risks are;
- developing risk mitigation strategies by identifying actions to minimize or eliminate identified risks;
- monitoring and evaluating risk management effectiveness by regularly reviewing the process to ensure it remains effective.

5. RISK MANAGEMENT FOR GENERAL MEETINGS

The Attendance Officer has the responsibility to maintain accurate records of attendance at meetings to ensure that members attending meetings are covered by the National Insurance Policy.

When arriving at or leaving the venue members and visitors must take care using the ramp from Devereux Road to the clubhouse. To be safe people should stay within reach of the handrail provided. People using a walker or wheelchair should be accompanied by at least one person able to assist.

When setting up equipment for the audio-visual system loose cords will be covered with a mat in order to minimise the trip hazard.

When setting up or packing away furniture members must take care to ensure safe procedures are followed to avoid personal injury and no damage to property occurs.

6. RISK MANAGEMENT FOR CLUB FINANCES

Payments will only be authorised after viewing the relevant invoice.

The Treasurer will present a financial report to each Management Committee meeting which will include details of all payments authorised and made during that period, along with a summary of the general financial position of the club.

7. RISK MANAGEMENT FOR ACTIVITIES

Any trip/tour/outing must be approved by the Management Committee in order for participants to be covered by the National Insurance Policy.

The Activities Officer has the responsibility to conduct a risk assessment for all proposed activities in order to identify and assess any risks and implement appropriate controls to minimise the likelihood and negative consequences of such risks.

For any trip/tour/outing one member will be identified as the responsible person, who must:

- ensure that any risk controls identified for the activity are implemented;
- carry a list of all attendees that includes any relevant health information, and contact details for a person to contact in case of emergency;
- keep an accurate record of attendance to ensure that members attending events are covered by the National Insurance Policy;
- conduct a check to ensure that all are present before departure for the venue and subsequent departure for the return trip.

8. GENERAL CLUB RISK MANAGEMENT

To ensure that members' privacy is maintained:

- the Membership Officer has the responsibility to maintain membership records securely;
- all members must ensure that any personal information is not disclosed beyond the purpose for which it is used.

Members will be regularly reminded at general meetings to provide the Membership Officer with any updates to personal details, particularly the contact details for persons to be contacted in case of emergency.

The Management Committee has the responsibility to monitor and evaluate the effectiveness of risk management within the club and ensure that any improvements that are identified are implemented.