PROBUS CLUB OF GREENSBOROUGH INC.

Inc No AOO34898g

District 9790

DISCLAIMER

The **Greensborough Probus Club Inc**. in no way claims this document to be a comprehensive document covering all aspects of Risk Management which are likely to affect the operations of the club.

The document suggests a number of important areas that should be covered in order that a safer environment may be provided for members and visitors**.**

Whilst every effort has been made to ensure issues related to Risk Management within the **Greensborough Probus Club Inc**. Club Inc have been identified, the Management Committee and the Risk Management Sub-Committee do not accept any responsibility for any errors, omissions or inaccuracies whatsoever within this document**.**

This document is provided on the basis that the **Greensborough Probus Club Inc**. shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out-of-date information contained within the document.

Greensborough Probus Club Risk Management Policy

Date of Development	17 September 2025
Next Review Date	17 September 2028
Authorised By	Management Committee

1. Purpose

The purpose of this Risk Management Policy is to provide a structured and consistent approach to identifying, assessing and managing risks associated with the activities of Greensborough Probus Club. This policy supports the Club's commitment to providing a safe, enjoyable, and responsible environment for all members.

2. Risk Management Approach

We apply a three-step risk management process across all Club operations and events:

- **Risk Identification** – Recognising potential risks that may arise during meetings, outings or other Club activities.
- **Risk Assessment** – Evaluating the likelihood and impact of each identified risk (e.g., low, medium, high).
- **Risk Management** – Implementing measures to eliminate or mitigate these risks.

3. Safety and Activity Planning

3.1 Meetings

- Attendance records must be maintained (a tick beside a name is sufficient for insurance).
- Apologies from absent members should be formally recorded.
- Emergency contact lists must be securely maintained and accessible only by authorised Committee members and Activity Leaders.

3.2 Food Handling

- Good hygiene must be observed at all times during food preparation and service.
- PPE (e.g. gloves, masks) is recommended when handling food.
- Care must be taken when serving hot beverages to avoid spills or burns.

3.3 Outings, Activities, and Tours

- A thorough risk assessment must be completed for all outings. This includes reviewing:
  - Transport access (e.g. bus steps).
  - Walking distance, accessibility (e.g. lifts/ramps).
  - Weather dependency and potential hazards.
  - Individual member needs (e.g. carers, medical conditions).
- Participation must be recorded for insurance purposes.
- Members are encouraged to carry Medical Cards. However, these are not to be held by organisers.
- The PSPL's **Registration Form for Outings** is recommended to help assess member suitability.
- A medical clearance and/or carer may be required for some participants at the organiser's discretion.
- All incidents, accidents or injuries must be reported to PSPL using the **PSPL Incident Report Form**.

3.4 Car-pooling

- Members are covered for personal injury when travelling to/from approved events (subject to policy terms).
- Members must ensure their vehicle is roadworthy, registered, insured and that the driver is licensed.
- Damage to private vehicles and insurance excesses are the owner's responsibility.

4. Finance and Cash Handling

- All financial transactions must be approved by the Management Committee and authorised by two signatories.
- Event organisers may collect payments with the Treasurer's approval, using reliable tracking methods.
- All monies should be banked within two working days.
- Consider transitioning to cashless payment methods (e.g. EFTPOS, direct deposit).
- Cash, if handled, should be counted with the payee and never left unattended.
- Budgets must be approved annually and include all expected income/expenditure.
- Asset registers should be maintained for Club-owned items (e.g. laptops, projectors).

5. Privacy and Personal Information

- Although the Club is exempt from the Australian Privacy Act 1988, we are committed to handling personal information responsibly.
- Emergency contact and membership details must be kept secure and only accessed by authorised Committee members.
- Consent to use members' information and images should be obtained using the PSPL Membership Application Form and Outings Registration Form.
- Any member directory must include only information that individuals have agreed to share and must remain confidential.
- Internal newsletters should not include sensitive information if shared publicly. Include disclaimers such as:
  - *"Private and Confidential – For members' use only and not to be shared externally."*

6. Technology and Cyber Safety

- Use strong, unique passwords for all online accounts, especially for banking and Club emails.
- Avoid using personal emails for Club correspondence; use a dedicated Club email account.
- Verify all payment requests verbally if received by email.
- Use "bcc" when emailing groups to protect member privacy.
- Install anti-virus and anti-malware software and keep devices updated.
- Regularly back up Club records.
- Avoid public WiFi unless using a VPN.
- Never download remote access software unless initiated by a trusted source.
- Be alert to scams via email, text or phone and report any suspicious communications.

7. Record Keeping

- Maintain all Club records (minutes, financial reports) for **seven years**.
- Retain attendance lists for all events for **at least 13 months** for insurance purposes.
- Records may be stored electronically, but must be reproducible in written form.
- Backups and copies of important documents should be stored securely and shared with at least one additional Committee member.

8. Responsibilities

- **The Management Committee** is responsible for:
  - Ensuring risk assessments are conducted for all events.
  - Maintaining secure records and financial controls.
  - Communicating emergency and safety procedures clearly.

- **Members** are responsible for:
  - Providing accurate information when registering.
  - Acting responsibly during events.

- Informing the Club of any special requirements (e.g. medical or mobility issues).

9. Review and Amendments

This Risk Management Policy will be reviewed every three years, or as necessary, to ensure it reflects current practices, legal requirements, and the evolving needs of the Club.