



COMBINED PROBUS CLUB OF ST HELENA INC.

RISK MANAGEMENT POLICY

The Club will ensure it provides and maintains its duty of care to members, with the wellbeing and safety of individuals being of the highest importance.

As such, the following guidelines are provided to minimise risk to members.

Meeting Venue

- Accessibility to Greensborough RSL is clear and safe with a lift available for members with mobility issues. Adequate parking is provided, including disabled parking.
- The venue space is to be monitored for any safety concerns and RSL Management advised should an issue be observed.
- At the April and October General meetings members are to be reminded of the evacuation procedures in place at Greensborough RSL, which are as follows:
 - In the case of a fire alarm it can take 2 to 3 minutes to determine if the alarm is genuine.
 - The RSL Deputy Manager is in control of any evacuation.
 - If the alarm is still sounding after 3 to 5 minutes, members should evacuate the meeting room, via one of two paths:
 1. Onto the balcony and down the fire escape, or
 2. Out the usual entrance doors and down the stairs and out the front of the RSL.
 - Members should move in an orderly fashion to the nearest stairs, unless the emergency forces an evacuation via only one of those sets of stairs.
 - The lift is not to be used. Any member unable to use the stairs will be assisted by RSL staff.
 - The formal assembly point is near the bins at the rear of the RSL. When exiting via the front door members must obey the direction of RSL staff to either assemble at the bins or cross over the road or move down Diamond Creek Road.
 - Members should not leave the assembly points until their name has been recorded.

Members and Visitors

- All members/waiting list people and visitors attending meetings are required to register at the Registration Table on arrival.
- Members will be reminded, through the newsletter, of who to advise of their apology if unable to attend a meeting.
- A list of all attendees at general meetings to be kept for at least 13 months.
- Membership officer to ensure the Register of Members is up to date, with reminders to members periodically.
- Emergency contact details of members and waiting list people to be available at the Registration Table at every meeting.

- Membership Officer to provide organisers of activities with updated emergency contact lists.
- Members are encouraged to have Probus medical cards in case of a medical emergency. Medical cards are the sole responsibility of their owner and should not be held by the organiser or Management Committee members. Complimentary cards are available from PSPL.
- Every member and non-member is to complete the **Registration Form for Outings, Activities and Tours** and update as required.
- Committee members to be made aware that staff at the Greensborough RSL have access to a defibrillator and a First Aid Kit.
- Ensure members are aware of the insurance coverage available under the National Insurance Program. Members can access the coverage information in the Club Administration section of the PSPL website with their membership card number as the login and password
- Any incidents, accidents or injuries are to be recorded on an Incident Report Form and reported to PSPL for insurance purposes.

Catering

- Food handling at meetings is in normal safe protocols in place with the venue.
- Food and alcohol at other functions not within the meeting venue (e.g, Australia Day, Melbourne Cup Day) are the responsibility of the member.
- While each individual is responsible for their own behaviour, steps should be taken to mitigate the risks associated with the consumption of alcohol at a Probus event.

Activities

- Organisers to ensure that a risk assessment for each trip/outing/activity is conducted when determining suitability. Refer to “Extreme Heat Policy” document.
- All proposed trips/outings/activities to be approved by the Committee based on the evaluation provided by the organiser. Committee approval to be recorded in the minutes of the Committee Meeting at which approval is given.
- Those organising trips/outings/activities to have a list of all participants and current emergency contact details which must be available for the duration of the trip/outing/activity.
- The organiser of a trip/outing/activity that is not in a venue, to have access to a first-aid kit.
- Remind members to inform the organiser if they are unable to attend an outing.
- A list of attendees to every outing is to be kept for a minimum of 13 months.
- Should an event organiser be unable to attend a planned activity at short notice, an alternate person with appropriate knowledge should be allocated to manage the trip/outing/activity.
- Pre-approval required for any participants that are not members or on the waiting list, including carers. Approval to be recorded in the next Committee Meeting minutes.
- Where an activity includes car-pooling, this is a private arrangement between members.

Finance

- After the AGM, ensure that signatories are changed with the Club's financial institution as soon as practicable.
- The President, Vice President, Treasurer and Secretary are the authorised signatories on the Club's bank accounts, including electronic funds transfers, provided always that any two of these signatories authorise such transactions.
- Members to be encouraged to make payments to the Club using EFT. Any cash collected should not be left unattended at a meeting.
- A record of all money received will be maintained and an acknowledgement of payment, e.g. stamped copy of pink slip, to be provided to member.
- Money collected at a meeting to be banked within 2 days.
- Never process a payment to another member or provider on a request by email; always confirm with the member or provider verbally, to confirm the request for payment is genuine.

Technology

- All group emails sent to members to use "bcc", even if those email recipients are known to all those members.
- Public WiFi should not to be used for Probus business.
- Members will be kept up-to-date of possible scams.
- At the end of each Probus year, the password for access to the Club's Gmail is to be changed.
- All retiring Committee members are required to log off from Gmail at the end of their term.
- Committee members to be advised that if retiring a device they need to log off from Gmail and delete saved passwords. The following link provides information on how to access saved passwords, and if required delete them. <https://allaboutcookies.org/how-to-view-saved-passwords>
- Important and historical documents are to be stored on the Club's Gmail Drive.