



RISK MANAGEMENT POLICY

MELBOURNE SUNRISE PROBUS CLUB INC

ADOPTED ON

BACKGROUND

This policy document is based on the latest Sample Risk Management Policy **issued by PSPL July 2018**, and **replaces** the Melbourne Sunrise Probus Club's Risk Management policy **approved 5 July 2012**.

PSPL recommends that Probus Clubs implement a Risk Management Policy. Risk management is about assessing the risk of something detrimental occurring and minimising that risk. It is not mandatory for Clubs to have a Risk Management Policy nor is it a condition of the coverage provided under the National Insurance Program. There are no legal repercussions by not having such a policy in place. However, PSPL recommends that Clubs have a policy that identifies and minimises where possible any risks that may impact on the personal safety of members as well as the Club's finances.

Risk management is important as it assists in ensuring the success of activities and events as well as minimising the potential for accidents or injuries. All Probus Club events including meetings, outings, tours and activities should be reviewed to identify such risks. Generally speaking, the following steps should occur when reviewing an event:

- Step 1 Identify any potential problem or risk associated with the event
- Step 2 Determine how serious any identified problem or risk is
- Step 3 Agree on what action needs to be put in place to either minimise or eliminate the risk

APPROVED PROBUS ACTIVITIES

Each Club and Interest Group meeting as well as each Event must be minuted at a Club meeting as an approved Probus activity, to ensure each qualifies for Probus National Insurance cover.

SAFETY

Club and Interest Group Meetings

1. **ATTENDANCE RECORD:** A record is kept of all members, guests and visitors attending meetings and all other activities.
2. **APOLOGIES:** Recording genuine apologies means accepting apologies only from the member unable to attend (or from their representative) – no apologies are accepted on the day just because someone is noticed to be missing.
3. **EMERGENCY BRIEFING:** All those present are advised of the location of exits, evacuation assembly points and procedures to be followed in the case of an emergency.
4. **EMERGENCY CONTACTS:** An up to date list (annually renewed) of two emergency contacts for each participant is held by leaders of all activities.
5. **TRIP HAZARDS:** All power leads, microphone cables and other electrical fittings are properly secured or covered, in any venue used for a Probus activity.
6. **FIRST AID EQUIPMENT:** Location of first aid kit and defibrillator is announced/displayed during emergency procedures notification at the start of each meeting.

Food Service and Preparation at Club Meetings

1. **HYGIENE:** Good hygiene practices are followed: this is the responsibility of the Hospitality Officer or her/his delegated person.
2. **SCALDING:** Hot drinks' service is separated from where people gather during refreshments.

Events

1. **RISK ASSESSMENT BEFORE AN EVENT** (see Risk Assessment Checklist at end of document): Physical risks are identified as part of Committee of Management's process for approval of events.
2. **ATTENDANCE RECORD:** A record is kept of all members, guests and visitors attending each event.
3. **EMERGENCY CONTACTS:** An up to date list (annually renewed) of two emergency contacts for each participant is held by leaders of all events.
4. **APOLOGIES:** Care is taken to record only genuine apologies.
5. **ACTING EVENT ORGANISER:** Where an event organiser is unable to attend, an alternate person with appropriate knowledge is appointed by the organiser (with notification to Committee of Management).
6. **EMERGENCY BRIEFING:** All attendees at events are advised by the Leader of the procedures to be followed in the case of an emergency.
7. **REGISTRATION FOR EVENTS:** Registration Form for Probus Events (see form at end of document) must be completed before any member/guest may participate. (Occasionally, the Leader may seek a doctor's clearance or insist on a carer for a member where the member may have difficulty participating.)
8. **BUS HIRE:** Care is taken to understand terms and conditions of bus hire prior to agreeing to them, particularly in relation to excesses that may be payable on a hired vehicle in the event of an accident.
9. **REPORT FOR INSURANCE PURPOSES:** Any incidents/accidents/injuries are recorded and reported to PSPL for insurance purposes (see form at the end of this policy).

FINANCE

1. **AUTHORISATION OF PAYMENTS:** The Committee of Management approves all financial transactions made by the Club, ensuring that all payments are authorised by at least two persons in accordance with the Club's Constitution and Standing Resolutions. Payments are made only when there is appropriate supporting documentation such as an invoice.
2. **DELEGATION OF MONEY HANDLING RESPONSIBILITIES:** The Treasurer may, with approval by the Committee of Management, delegate collection of monies being paid by members/guests for Club events to the Leaders of such programs. Each Leader is responsible for accounting for monies received, and keeping the Treasurer informed.
3. **BANKING CLUB MONIES:** The Treasurer, or a delegated officer of the Club appointed by the Committee of Management, is authorised to bank Club monies. All Club monies should be banked within two working days as provided by PSPL in the conditions of the Money Cover insurance.
4. **RECORDING TRANSACTIONS:** A record of all monies received is recorded by either individual receipt and/or a register indicating payee, date and amount paid. Any money paid in cash is counted on the day with the payee to ensure accuracy of payment.
5. **COST ASSESSMENT PRIOR TO ACTIVITY APPROVAL:** When considering approval of an activity, tour or outing, the Committee of Management reviews each cost associated with the event. Any free of charge offer or ticket offered to the organiser by a third party will be applied for the benefit of all participants.
6. **ANNUAL BUDGET:** A budget setting out anticipated income and expenditure is presented annually to the Committee of Management by the Treasurer for approval. (The budget takes into consideration capitation fees and magazine subscriptions set by PSPL.)
7. **ASSETS REGISTER:** A register of Assets of more than \$100 in value is maintained electronically.



PRIVACY POLICY

Melbourne Sunrise Probus Club Inc

BACKGROUND

In Australia not-for-profit organisations with an annual turnover of \$3 million or less are exempt from the *Privacy Act*. Australian Probus Clubs are exempt from the requirements of the Privacy Act 1988 as Clubs do not meet the Act's turnover threshold of \$3 million. For best practice, it is recommended that Clubs follow the Australian Privacy Principles under the Privacy Act when collecting, holding, using or disclosing personal information. Clubs should establish a Privacy Policy for the handling of personal information.

CONDITIONS OF MEMBERSHIP

1. **MEMBER APPLICATION FORM:** It is a condition of membership of the Melbourne Sunrise Probus Club that each member completes a Membership Application Form and consents to personal information in the form of his/her name, residential address, telephone and/or mobile number and email address being included in a membership list.
2. **HEALTH & EMERGENCY CONTACTS:** Information about health issues and emergency contacts provided by members shall be kept private and confidential within the confines of the Probus Club and shall only be used in the event of an emergency.
3. **PHOTOGRAPH PUBLICATION:** Members are regarded as having consented to the publication of photographs unless they personally inform the Secretary in writing that they do not consent to such publication. Photographs that include persons other than members of the Club (guests, visitors or partners) will only be published after obtaining consent from those persons

DIRECTORY OF MEMBERS

An internal directory of members is maintained electronically and is kept secure at all times. It is accessible only by other members.

DIRECTORY OF PROBUS CLUBS

Committee members have access to the Directory of Probus Clubs through the Club Administration section of the PSPL website via a login and password.

RECORD KEEPING

Records including minutes and financial reports are kept for a minimum of 7 years in three separate secure storage facilities – Solid State Hard Drive, ClubRunner website, and Secretary's computer. For insurance purposes, membership lists and attendance lists for activities are required to be retained for at least 13 months (Melbourne Sunrise Probus Club specifies 2 years).



REGISTRATION FORM FOR PROBUS EVENTS (year)
Melbourne Sunrise Probus Club Inc

I (name) hereby apply to participate in activities of the Club which may involve meetings, Interest Groups, outings and tours; and in so doing I agree that while participating:

- I am fully responsible for the state of my health and undertake to do all that is necessary not to place others under stress or duress or danger because of my health or my behaviour;
- I hereby declare to the best of my knowledge I am fit to undertake Club events and will advise the Event or Group Leader immediately should my state of health change;
- I declare I will participate in events only where I believe I am physically capable;
- I understand if I have a disability or require special assistance (eg wheelchair, walking aid, cognitive disorder) I must attend with a companion to provide that assistance. I understand it is not the responsibility of the Club or Club Members to provide that assistance or care;
- I understand the Club at times publishes photographs of participants (website or newsletter);
- I accept the Club will understand I consent to the publication of photographs of me unless I personally inform the Secretary in writing that I do not consent to such use;
- I understand this declaration in no way restricts or limits the insurance cover available to me through the Probus National Insurance Program whilst participating in a 'recognised activity' of the Club
- I understand this declaration is effective from date of signing until 31 March next occurring.

In the case of accident, illness or emergency please contact one of these two people:

1. Name: **Relationship:**
Mobile:..... **Telephone:**
Address:

2. Name: **Relationship:**
Mobile:..... **Telephone:**
Address:.....

Privacy Statement: This information is confidential to Melbourne Sunrise Probus Club; used only in emergency.

Food allergy, intolerance, or special dietary requirements (please tick appropriate box):

No dietary restrictions **Yes dietary requirements** (please list):

Participant Signature: **Mobile:**

Participant's Email Address:

Please tick appropriate box: **Member** **Visitor** **Date**



ACCIDENT/INJURY OR INCIDENT REPORT FORM

Probus Club Name Club Number

Accident..... Injury..... Incident..... (please tick one)

Date of Accident/Injury/Incident.....

Time of Accident/Injury/Incident.....

Was the event (where the accident, injury or incident occurred) approved by your Probus Club?

Yes/No (please circle)

Date of Club Minute of Approval:

Describe the event at which the accident, injury or incident took place i.e. Club meeting or activity

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Details of injured person(s)

Name..... Phone:

Probus Club Membership Number (if applicable)

Address.....

Phone Number.....

Email Address.....

If more than one person injured as a result of same incident, please provide details on a separate page.

Location of Accident/Injury/Incident

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Cause of Accident/Injury/Incident

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Was Ambulance Service called? Yes/No (please circle)

Name of Ambulance Officer in charge of treatment (if known)

Were the Police notified? Yes/No (please circle)

If yes, by whom?

Name of Police Officer in attendance

Police Station.....

Witnesses to Accident/Injury/Incident (at least two should be provided)

Name..... Phone:

Address.....

Name..... Phone:

Address.....

If any significant delay in reporting this accident, injury or incident, please state reasons

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Accident/Injury/Incident first reported to:

Name..... Phone:

Position within the Club

Address.....

Date Reported Time

Details of person completing this form (if different from person receiving the first report above)

Name..... Phone:

Address.....

Please send a copy of this completed form to Probuss South Pacific Limited to:

reception@probussouthpacific.org OR Probuss South Pacific Limited PO Box 1294 Parramatta NSW 2150

On receipt of this form, a claim form will be provided to the injured person(s). For details of the coverage provided under the National Insurance Program, please refer to the Club Administration section of the PSPL website which can be accessed with your Probuss Membership Card number as the login and password.

MELBOURNE SUNRISE PROBUS CLUB RISK ASSESSMENT CHECKLIST

ACTIVITY: DATE:

LOCATION: No. of PARTICIPANTS:

ORGANISER: MOBILE:

COMMITTEE APPROVAL DOCUMENTATION		COMMENTS
Is critical health information required prior to engaging in this activity?	Yes/No	
Is level of fitness required to be known prior to participation?	Yes/No	
Has 1 st aid availability & communications been considered in the planning for this activity?	Yes/No	
If travel is included in the activity, has the safest mode of transport been identified?	Yes/No	
If function is held in private home, is public liability insurance held by home owner?	Yes/No	
Is the event weather-dependent?	Yes/No	
Is cost reasonable for the event	Yes/No	
Will appropriate signage be in place?	Yes/No	
Is there a safe maximum of participants?	Yes/No	

COMMITTEE OF MANAGEMENT IDENTIFIES RELEVANT RISKS FOR THE PARTICULAR ACTIVITY:

Here are some examples -

Check	Potential Hazards	Impact	Likelihood	Preventive Action
	Trip Hazards	Moderate	Unlikely	Check, identify and where possible remove trip hazards.
	Uneven terrain, difficult steps	Moderate	Likely	Advise participants to wear suitable footwear. Provide extra step for bus access if necessary.
	Lost participant	Moderate	Unlikely	Leader carries phone numbers of all participants. Leader carries emergency contact details for all participants.
	Minor injuries	Minor	Possible	Carry or know location of 1 st Aid kit
	Illness due to pre-existing medical condition.	Major	Unlikely	Registration includes listing significant health issues eg. anaphylaxis, asthma, diabetes. All carry own medication.
	Suspected heart attack/stroke	Major	Likely	Check accessibility of defibrillator prior to activity.
	Dehydration	Minor	Unlikely	Encourage all to carry water; regular drink breaks.
	Road accident	Major	Unlikely	Check tour bus is roadworthy; insurance current. Check personal vehicles are registered, roadworthy. Drivers are licensed and experienced.

Check	Potential Hazards	Impact	Likelihood	Preventive Action

Committee of Management approval to proceed:

Yes/No

Date:

Reasons if approval not given:

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