



Probus

Risk Management Policy

PROBUS CLUB OF TEMPLESTOWE VALLEY COMBINED INC.

Club No.2219.....

District No.9810.....

Inc. Number.....A0045497C.....

Adopted by the Club Monday October 14th 2013



Risk Management Policy

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1.0 General Statement

This policy was adopted by the members of the Probus Club of Templestowe Valley Inc. at a General Meeting held on Monday October 14, 2013

The Probus Club of Templestowe Valley Inc., recognises the need to ensure the minimisation of the potential risks to members and visitors, which may occur as a result of their participation in the activities of the club.

It is important to the overall enjoyment of the club that potential areas of risk be identified and controls put in place to reduce the possibility of injury.

This policy is also designed to provide for officers, committee and sub-committee members and leaders of activities, outings and tours confidence in their administrative roles within the club.

Nothing in this policy is designed to restrict the enjoyment of member's or visitor's participation in the activities of the club.

The purpose of this policy is twofold:

1. To reduce the risk of injury.
2. To protect the club and its members in the event of action being taken against the club, its officers, committee and sub-committee members, activity leaders or individual members.



2.0 DISCLAIMER

The Probus Club of Templestowe Valley Inc., in no way claims this manual to be a comprehensive document covering all aspects of Risk Management which is 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 Probus Club of Templestowe Valley Inc., the Management Committee and the Risk Management Sub-Committee does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within in the document.

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Valley Inc., shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.

3.0 Safety and Protocol

3.1 The Meeting Venue

The Committee shall ensure:

- (1) A First Aid Kit is available for use at all meetings
- (2) A record of all members, guests or visitors attending meetings is maintained
- (3) All power leads, microphone cables and other fittings are properly secured or covered
- (4) All electrical extension cords are to be maintained in a safe condition.
- (5) All persons present are advised of the location of exits, evacuation assembly point and the procedures to be followed in the case of an emergency
- (6) A list of emergency numbers is kept and maintained at registration desk at all times
- (7) Normal/reasonable duty of care is undertaken and observed
- (8) Lifting of tables – 2 persons per table
- (9) Lifting of chairs – 1 chair per person or 2 persons per stack



- (10) Use of ladders – always 2 persons, i.e. 1 using and 1 to steady

3.2 Food Service

The Hospitality Officer shall be responsible for:

- (1) Club managed food and beverage services.
- (2) Rosters for the setting up and the cleanliness of facilities.
- (3) Good hygiene practices being undertaken and observed.
- (4) Urns not to be lifted when containing water and water to be carried to them when being filled. Spilled water to be mopped up immediately to eliminate slip hazard.
- (5) Use of chemicals – users to be aware of any harmful effects.

3.3 Medical Emergency

Call an ambulance at once (dial 000 and ask for the ambulance. If there are any contact difficulties use a mobile phone – dial 112). Assistance and care to be given until ambulance arrives.

3.4 Evacuation of Hall

The door attendants take the attendance roll with them when the hall is evacuated. Designated Safety Marshals (Robert Anderson and Ray Cooper) will oversee and direct evacuation of the hall to the Designated Meeting Point (in the Western side of the car park) where the meeting attendance roll will be called. Safety Marshals will advise members when it is safe to return.

Members will be regularly briefed on Emergency Evacuation Procedures.

3.5 Outdoor Activities

- (1) Leaders should always take an attendance roll with them
- (2) Leaders and/or Organisers should always be aware of any possible hazards, e.g. steep inclines, uneven and unsafe pathways etc., and the activity or venue should offer a safe environment for members. Areas of possible hazard or danger should be brought to the notice of members.
- (3) Walkers to be encouraged to wear suitable footwear



(4) Car use – designated driver should remain alcohol free during excursions. The driver must have a valid licence and the vehicle must have current up to date registration and insurance

(5) Coach travel – assistance to be available for people entering and exiting the coach.

(6) Golf – hazards to be identified

3.6 Any Incidents/Accidents/Injuries to be recorded and if necessary for insurance purposes be reported to PSPL.

4.0 Activities, Outings and Tours

(1) The appointed officers shall manage all approved club activities with the assistance of delegated sub committee members.

(2) Where possible a record of members, visitors and guests attending is to be maintained.

(3) Where possible a record of members, visitors and guests leaving early from a meeting or club activity is to be maintained.

(4) Any incidents/accidents/injuries to be recorded and if necessary for insurance purposes be reported to PSPL.

5.0 Handling of Money

The Treasurer shall be responsible for:

(1) The financial management of club funds under the direction of the Management Committee.

(2) The Treasurer may delegate the collection of monies being paid by members/guests for club activities to the leaders of such programs.

(3) The banking of all collected monies within two working days for insurance cover.

(4) The Committee must approve all financial transactions made by the Club and ensure that all payments are made by cheque carrying two authorised signatures.

(5) The Committee shall ensure that no payments are made without evidence of the debt by way of invoice, voucher or receipt.

(6) A register of the Clubs assets shall be maintained.
Cash based accounting system rather than an accrual system need not allow for depreciation of assets.



- (7) A Budget, setting out the anticipated Income and Expenditure, shall be adopted annually.

6.0 Other Issues

The Management Committee shall endeavour to address issues related to:

- (1) Risk assessment and management.
- (2) Privacy legislation

7.0 Forms (Attached)

- (1) Registration Form for Outings and Tours
- (2) Incident Report Form



Probus

Registration Form for Outings and Tours

NOTE: Two members having the same emergency contact may use the one Registration Form
Probus Club of Templestowe Valley Inc.

Club No. 2219

Inc. No.A004597C

Outing/Tour Destination _____

Date: From _____ **To** _____

Outing/Tour Leader(s) _____

Participants Declaration:

I/we hereby apply to participate in the above Outing/Tour and in doing so agree that:-

- I/we understand that I am/we are the person(s) who is/are fully responsible for the state of my/our health and I/we undertake to do all that is necessary so as not to place other participants under stress or duress or to put them in danger because of my/our state of health or my/our behaviour.
- I/we hereby declare that to the best of my/our knowledge I am/we are fit enough to undertake this Outing/Tour and agree to advise the Leader immediately should my/our state of health change.
- I/we hereby declare that I/we will only participate in activities where I am/we are physically capable.
- In the case of any accident, illness or emergency please contact the following person.(Exclude anyone participating in the same Outing/Tour)

Name: _____

Relationship: _____

Telephone: _____ **Mobile:** _____

Address: _____

_____ **State.** _____

Privacy Statement

Information provided shall be kept private and confidential within the confines of the Templestowe Valley Probus Club and shall only be used in the event of an emergency.

Print Name(s) _____

Signed _____

Date Signed

Date Signed



Incident Report Form

This form is for gathering of information concerning incidents occurring during events organised by the Probus Club of Templestowe Valley. Incidents are defined as:

- ◆ Injury to members and non members participating in club activities
- ◆ Injury to members of the public which may be related to events organised by the club
- ◆ Any other incident likely to result in claims on the the club or it's insurer
- ◆ Damage to club owned assets of value
- ◆ Damage to member owned assets of value
- ◆ Damage to public property

Please complete the form with details below

Name of Member or other people affected by the incident

Address

Phone Number

Time of day and date of the incident

Location of the incident

Visibility at the time of the incident

Weather conditions at the time of the incident

Description of the incident. What happened?
(Add attachment if necessary)

Description of injuries.
(Add attachment if necessary)

Name and address of medical practitioner if called

Ambulance number if called

Hospital patient was take to

Were the patient's emergency contacts alerted?

Were police informed? - Name and rank of officer

Description of property damage?
(Add attachment if necessary)

Name, phone and address of property owner

Was the owner notified.
Time and who notified

Was the scene made safe or isolated?

Names and contact details of witnesses

Witness statements attached?

Name and office of person completing this report