Policy – Risk Management

Introduction

Whittlesea U3A Inc. will endeavour to minimise the risk our operations pose to our organisation, members and volunteers.

Purpose

The purpose of this document is to identify potential risks to Whittlesea U3A Inc. and its members and to document our approach to managing identified risk.

Policy

1. Whittlesea U3A Inc. acknowledges its duty to provide a safe environment for its members and volunteers and a reliable development path for the organisation.
2. Whittlesea U3A Inc. will institute procedures that will, as far as is possible, minimise the incidence of risk and mitigate the impact of any risk that eventuates.
3. For the purposes of this policy '*risk*' is defined as the probability that an occasion or event will arise that presents a danger to our organisation, members or volunteers. This policy encompasses, but is not limited to physical, financial, reputational and legal hazards.
4. Risks to be managed by Whittlesea U3A Inc. in the context of this policy include risk of:
    - physical injuries to members, volunteers and visitors while participating in U3A auspiced activities and/or attending Whittlesea U3A Inc. premises
    - loss of, or unauthorised access to members' personal information and related data held by Whittlesea U3A Inc.
    - breach of any premises owned, rented or occupied by Whittlesea U3A Inc. resulting in damage or theft to property or chattels
    - fire leading to personal injuries and/or property damage.
5. Potential hazards to the physical safety of members and volunteers; and, procedures for maintaining a safe operating environment for U3A activities; are documented in Whittlesea U3A Inc.'s *Health & Safety Policies.*
6. Risks to the privacy of members and volunteers due to loss or misuse of personal information, or breach of records security and procedures for safeguarding privacy, are documented in Whittlesea U3A Inc.'s *Privacy Policy*.
7. Risks will be managed by Whittlesea U3A Inc.'s Committee of Management by:
    - identifying the risks associated with Whittlesea U3A Inc.'s activities
    - evaluating the likelihood of each identified risk eventuating
    - establishing practices to avert and/or mitigate the impact of identified risks

Procedures

1. Buildings owned, rented or occupied by Whittlesea U3A Inc., together with furniture, equipment and other chattels, will be safeguarded by the Committee of Management by:
    - controlling access to keys and/or access codes to buildings, and to secure storage within buildings
    - maintaining an accurate and up-to-date register of persons who hold keys/access codes, and/or have access to secure storage
    - appropriately and adequately securing valuable items, especially valuable portable items, against theft or damage in accordance with insurance coverage (where applicable)
    - storing insurance policies in Whittlesea U3A Inc.'s records management system

- recording all valuable items in Whittlesea U3A Inc.'s *Asset Register* and storing the *Asset Register* in Whittlesea U3A Inc.'s records management system.

2. Where Whittlesea U3A Inc. property is stolen or damaged due to vandalism, burglary or attempted entry, the damage will be photographed, reported immediately to Victoria Police, and reports will be prepared for insurance purposes (where applicable).
3. A member/volunteer, who believes they have identified an unrecognised risk, or a deficiency in risk management procedures, is required to notify Whittlesea U3A Inc.'s Secretary.

Responsibilities

1. Whittlesea U3A Inc.'s Committee of Management is responsible for:
    - developing, implementing, reviewing and publishing this policy.
    - regularly conduct risk analyses
    - develop, endorse and apply effective risk management checklists/procedures
    - regularly review risk management checklists/procedures
        - evaluate recommendations arising from risk management processes and implement changes to procedures where appropriate
        - ensure members and volunteers are aware of the risk management policy and procedures
        - respond to members' enquiries, complaints and suggestions about risk management.
2. It is the responsibility of Whittlesea U3A Inc.'s Secretary to ensure that volunteers:
    - receive a printed copy of Whittlesea U3A Inc.'s emergency evacuation procedure;
    - are aware of their responsibilities if an emergency evacuation is initiated;
    - familiarise members of their classes/groups with the emergency evaluation procedures on an annual basis.
3. It is the responsibility of all volunteers and members to inform the Committee of Management about any risk of which they become aware that is not covered by existing procedures.

Authorisation

This Policy was reviewed by the Committee of Management of Whittlesea U3A Inc., and minuted as such, on the 11th of May 2026.
This policy will be published by the Committee of Management of Whittlesea U3A Inc. on its website within 4 weeks of the date of this authorisation.

Policy Review

This Policy will be reviewed at least annually or when circumstances change.

Related Policies

- *Whittlesea U3A Inc. Privacy Policy*
- *Health and* Safety Policy