

MANNINGHAM U3A INCORPORATED

RISK MANAGEMENT POLICY

Introduction

1. Manningham U3A Incorporated will ensure that the risks its operations pose to the organisation and members are as low as reasonably practical and where they cannot be totally eliminated, mitigating strategies will be put in place to limit the severity of any impact.

Purpose

2. The purpose of this Policy is to identify potential risks to and within Manningham U3A Incorporated and its members and to document our approach to managing identified risk and to encourage training in the management of risk.

Policy

3. Manningham U3A Incorporated acknowledges its duty to provide a safe environment for its members and a reliable development path for the organisation.
4. Manningham U3A Incorporated will institute procedures that will, as far as is possible, reduce the incidence of risk and mitigate the impact of any risk that eventuates.
5. For the purposes of this policy, 'risk' is defined as the possibility that an occasion or event may arise that presents a danger to our organisation and members. This policy encompasses, but is not limited to physical, financial, reputational and legal hazards.
6. Risks to be managed by Manningham U3A Incorporated in the context of this policy include risk of:
 - 6.1 physical injuries to members and visitors while participating in U3A activities and/or attending Manningham U3A Incorporated premises
 - 6.2 loss of members' personal information and related data held by Manningham U3A Incorporated
 - 6.3 unauthorised access to members' personal information and related data held by Manningham U3A Incorporated
 - 6.4 to the extent possible given that persons other than U3A members use the U3A rented premises, a breach of any premises rented or occupied by Manningham U3A Incorporated resulting in damage or theft to property or chattels owned by Manningham U3A Incorporated and any associated organisation (e.g. Manningham City Council), its tutors or members.
 - 6.5 fire leading to personal injuries and/or property damage.

7. Potential hazards to the physical safety of members and procedures for maintaining a safe operating environment for U3A activities are documented in Manningham U3A Incorporated's *Health & Safety Policies*.
8. 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 Manningham U3A Incorporated's *Privacy Policy*.
9. Risks to the financial standing and assets of Manningham U3A Incorporated and procedures for sound financial management and control are documented in a separate policy statement together with associated procedures and responsibilities to control the Risk Management Policies.
10. Risks will be managed by Manningham U3A Incorporated's Committee of Management by:
 - 10.1 appointing a Risk Management Officer, who may be a member of the Committee of Management
 - 10.2 identifying the risks associated with Manningham U3A Incorporated's activities
 - 10.3 evaluating the likelihood of each identified risk eventuating
 - 10.4 establishing practices to avert and/or mitigate the impact of identified risks
 - 10.5 receiving an annual *Risk Management Plan* and maintaining a *Risk Register* where risk treatment strategies will be identified and documented to assist in mitigating the risks.
 - 10.6 refer to Appendix A – Glossary of Terms for additional information
11. The Risk Management Officer will coordinate preparation of Manningham U3A Incorporated's annual *Risk Management Plan* and maintain the *Risk Register* by:
 - 11.1 leading the committee's initial and annual risk management analysis
 - 11.2 documenting identified risks for endorsement by the Committee of Management and inclusion in the *Risk Register*
 - 11.3 drafting risk management checklists for identified risks, for endorsement by the Committee of Management
 - 11.4 reporting to the Committee of Management on an annual basis any additional risks and updating the endorsed risk management checklists
 - 11.5 preparing an annual *Risk Management Plan* comprising —
 - long term risk management aims
 - targets/objectives for the year
 - identified risks (extracted from *Risk Register*) and checklists/procedures to address each risk
 - evaluation of previous annual *Risk Management Plan*
 - 11.6 make recommendations to the Committee of Management on emerging risk management issues.

Procedures

12. Buildings rented or occupied by Manningham U3A Incorporated, together with furniture, equipment and other chattels, will be safeguarded by the Committee of Management by:
 - 12.1 controlling access to keys and/or access codes to buildings, and to secure storage within buildings
 - 12.2 maintaining an accurate and up-to-date key register i.e. register of persons who -
 - (a) hold keys/access codes, and/or
 - (b) have access to secure storage
 - 12.3 appropriately and adequately securing valuable items, especially valuable portable items, against theft or damage in accordance with insurance coverage (where applicable)
 - 12.4 storing insurance policies in Manningham U3A Incorporated's records management system
 - 12.5 recording all valuable items in Manningham U3A Incorporated's *Asset/Insurance Register* and storing the *Asset/Insurance Register* in Manningham U3A Incorporated's records management system.
 - 12.6 reviewing members' physical safety and personal items used in the course of Manningham U3A Incorporated's activities.
 - 12.7 warning members of the need to protect their physical wellbeing, as well as to secure personal items to protect against loss, theft or damage.
13. Where Manningham U3A Incorporated 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).
14. To safeguard against injury or damage resulting from fire, and to mitigate the impact of fire, Manningham U3A Incorporated will -
 - 14.1 review fire extinguisher installations in each building housing Manningham U3A Inc's activities and ensure they are maintained in accordance with MFB standards
 - 14.2 ensure all smoke alarms installed are maintained in accordance with MFB standards
 - 14.3 ensure emergency evacuation procedures are displayed prominently in each classroom
 - 14.4 ensure evacuation drills are conducted with members on an annual basis
 - 14.5 ensure tutors are provided with the emergency evacuation procedure and be required to familiarise members with these procedures annually

- 14.6 ensure emergency exits are identified by prominent signage
- 14.7 ensure nominated U3A class members, when in class in external premises, are knowledgeable in fire and evacuation procedures for those premises.
15. A member may lodge an inquiry/complaint about risk management with Manningham U3A Incorporated's Secretary; the Secretary will immediately refer the inquiry to the President for further review and action and agree on a response to the issue raised.
16. A member who believes they have identified an unrecognised risk, or a deficiency in risk management procedures, is required to notify Manningham U3A Incorporated's Secretary who will promptly report the matters raised to the President for resolution.

Responsibilities

17. Manningham U3A Incorporated's Committee of Management is responsible for developing, implementing, reviewing, publishing and promoting this policy.
18. It is the responsibility of Manningham U3A Incorporated's Committee of Management to:
 - 18.1 regularly conduct a risk analysis;
 - 18.2 develop, endorse and apply effective risk management checklists/procedures
 - 18.3 regularly review risk management checklists/procedures
 - 18.4 endorse the annual *Risk Management Plan*
 - 18.5 evaluate recommendations arising from risk management processes and implement changes to procedures where appropriate
 - 18.6 ensure members and volunteers are aware of the risk management policy and procedures
 - 18.7 respond to members' enquiries, complaints and suggestions about risk management
 - 18.8 ensure the Risk Register is kept up-to-date.
19. It is the responsibility of Manningham U3A Incorporated's President to ensure that members have access to a printed copy of Manningham U3A Incorporated's emergency evacuation procedures; have been informed of their responsibilities if an emergency evacuation is initiated; and provide the means for members of their classes/groups to familiarise themselves with the emergency evaluation procedures on an annual basis.
20. It is the responsibility of the Risk Management Officer to:
 - 20.1 lead the Committee of Management's annual risk management analysis and to document identified risks
 - 20.2 draft risk management checklists for identified risks
 - 20.3 schedule annual reviews of risks and checklists

- 20.4 draft Manningham U3A Incorporated's annual *Risk Management Plan* and *Risk Register*
 - 20.5 maintain the Risk Management Plan
 - 20.6 maintain the Risk Register
 - 20.7 make recommendations to the Committee of Management on emerging risk management issues.
21. It is the responsibility of the President to remind members of the need to report any risk of which they become aware which may not be covered by existing procedures.

Authorisation

22. This policy was adopted by the Committee of Management of Manningham U3A Incorporated, and minuted as such, on 16 November 2015.

RISK MANAGEMENT POLICY

APPENDIX A: Glossary of Terms.

A1. RISK-

Risk is the chance of something happening that will impact on Manningham U3A Incorporated's objectives, goals, priorities, projects and members.

A2. PURPOSE of RISK MANAGEMENT –

To identify potential problems before they occur so that actions can be undertaken to reduce or eliminate the impact of these problems if they should occur, or reduce or eliminate the chance that they will occur.

A3. RISK MANAGEMENT –

All activities to direct and control those activities identified as potentially having inherent or associated risk. Therefore risk management is any procedure or practice that is used to reduce liability.

A4. CONTINUOUS RISK MANAGEMENT –

A regular control cycle approach is pertinent in that having completed a study and implemented risk mitigation strategies, Manningham U3A Incorporated's Risk Manager monitors risk indicators and assess all risks to correct for any deviations.

A5. MITIGATING STRATEGY –

Strategies intended to deliver appropriate actions to lessen the severity or intensity of a risk.

A6. RISK MANAGEMENT PLAN –

A plan within the risk management policy framework which identifies the approach; the procedures, and the resources to be applied to managing risk.

A7. RISK REGISTER –

A list of identified risks with assorted information including how risks are managed.