



## **RISK MANAGEMENT POLICY**

**This policy is adopted as a Standing Policy of the Club and is in accord with the recommended guidelines produced by Probus South Pacific Limited (PSPL). PSPL recommend that each Club is responsible to develop and implement its own policy.**

**This Club Policy should be read in conjunction with Privacy Policy and Outings, Activities and Tours Policy.**

### **1. INTRODUCTION**

- a. Ellenbrook Combined Probus Club Inc. acknowledge that the Club is led by volunteers who want to help their members enjoy Probus fun, fellowship, and friendship. However, in doing so, the risks associated in meeting that objective need to be considered.
- b. Risk management involves assessing the risk of something detrimental occurring and minimising that risk wherever possible. Effective risk management assists in ensuring the safety of participants and in turn, the success of Probus activities. These activities include any event organised by the Club or such as meetings, outings, tours, trips, and interest groups.
- c. This Risk Management Policy covers the minimum measures and includes planning in relation to the risks associated with COVID-19.

### **2. COVID-19**

- a. It is important to understand that the Western Australia Government imposes its own restrictions and rules in place with respect to COVID-19. These will vary from time to time depending upon the number of cases.
- b. The Ellenbrook Combined Probus Club Inc. through its Management Committee is to ensure that it is complying with the requirements of the relevant regulatory authorities in WA.
- c. For contact tracing purposes, there must be a list of all participants for each meeting, activity, trip, tour, or outing. These lists can be pre-printed with contact information for members which should be confirmed on arrival. Non-members will need to provide their information on arrival. There are several providers that supply QR codes for contact tracing purposes. However, these rely on participants having a mobile phone with internet capability.

### **3. SAFETY**

#### **a. Meetings**

- i. There should be a record of all participants - a tick against an attendee's name is sufficient for insurance purposes. However, for contact tracing purposes, attendance lists should include contact information for all participants if someone tests positive for COVID-19.
- ii. A process to record genuine apologies should be in place.
- iii. All participants should be advised of the location of exits, evacuation assembly points and the procedures to be followed in the case of an emergency.
- iv. A list of emergency numbers (including next of kin) for participants should be always kept.
- v. All power leads, microphone cables and other electrical fittings should be properly secured or covered.
- vi. Signage with respect to appropriate hygiene, entrance and exit points and physical distancing, if required, should be in place.



## **RISK MANAGEMENT POLICY**

- vii. A first aid kit is owned by the Club is stored at the Woodlake Community Centre; this kit is to be properly maintained.
- viii. An Evacuation Plan is to be prepared and regularly exercised for our meeting venue – see Attachment to this Plan.

### **b. Food Service and/or Preparation**

- i. Regardless of whether meals such as morning tea or lunch are provided either by the Club, or venue, there are number of factors to consider including the following:
- ii. Good hygiene practices should be undertaken and observed.
- iii. Consider the use of Personal Protective Equipment such as gloves and masks.
- iv. Ensure appropriate location of any hot beverages. If any children are to be present, review location if required.

## **4. FINANCE**

- a. The Management Committee must approve all financial transactions and should ensure that all payments are authorised by at least two persons in accordance with the Club's Constitution, Standing Resolutions and/or By-Laws.
- b. Payments should only be made when there is appropriate supporting documentation such as an invoice. Care should be taken to ensure that any invoice or request for payment is genuine. This can be achieved by verbally confirming the correct bank or payment details with the issuer.
- c. The Treasurer may, with the approval of the Management Committee, delegate the collection of monies being paid by members and guests for activities to the designated organiser. However, he/she is to ensure there must be processes in place to ensure that monies being received are accounted for.
- d. The Treasurer, or a delegated officer appointed by the Management Committee, may be authorised to bank monies. All monies should be banked within two working days in accordance with the conditions of the Money Cover insurance provided by National Insurance Program
- e. A record of all monies received should be recorded by either individual receipt and/or a register indicating payee, date and amount paid.
- f. The Club maintains Bank Accounts that minimises the handling of cash through use of cashless alternatives such as electronic banking and EFTPOS terminals.
- g. If cash is accepted, any such monies should be counted on the day with the payee to ensure accuracy of payment. Cash should not be left unattended at any time. Consider use of personal protective equipment when handling cash.
- h. When determining whether to approve an activity, the Management Committee should review all associated costs.
- i. The Club has a refund and payment policy for outings, activities, and tours.
- j. Any free of charge offer or ticket which may be offered to the event organiser by a third party should be applied for the benefit of all participants.
- k. A budget, setting out the anticipated income and expenditure for the ensuing financial year, must be presented to the Management Committee for approval annually. The budget should take into consideration the capitation fees payable to PSPL.
- l. If assets such as a laptop computer or projector are held, an appropriate asset register is maintained and reviewed at least annually.



## **RISK MANAGEMENT POLICY**

m. The Club holds property insurance for its property held.

### **5. COMMUNICATION**

- a. Good communication assists in risk management as it ensures that everyone is aware of their responsibilities. While Management Committee members take the lead in the development of a Risk Management Policy, members should:
- b. have the opportunity to participate in the development of the Risk Management Policy.
- c. be clear on their responsibilities i.e., do not participate if they are unwell.
- d. understand the coverage available to them under the National Insurance Program.

### **6. RECORD KEEPING**

- a. Ellenbrook Combined Probus Club Inc. is required to maintain records including minutes and financial reports for a minimum of 7 years. For insurance purposes, attendance lists for meetings and activities should be retained for at least 13 months. Records may be stored in either printed or electronic form. However, if stored electronically there should be some safeguards in place to protect the information such as automatic back-ups or storage on a separate hard drive. As an added precaution, a copy of all electronically stored records could be provided to one or more members of the Management Committee.
- b. Forms and this Policy are available in members section in the Clubs Website.

### **7. INSURANCE**

- a. While all participants in a Club activity are covered by the National Insurance Programs, it is expected that in the event of an insurance claim, a Club will be able to provide supporting documentation with respect to the claimant's attendance at a Club's meetings and/or activities and the nature of their membership. Insurance coverage is subject to the terms and conditions of the policy.
- b. A copy of the National Insurance Programs is available on the Club's website.

### **8. REVIEW**

- a. This Policy is to be reviewed by each incoming Management Committee.

### **ATTACHMENTS**

1. Registration Form for Outings, Activities and Tours
2. Accident/Injury/Incident Report Form
3. Outings, Activities and Tours Policy.
4. Privacy Policy
5. Evacuation Plan Woodlake Community Centre.
6. Member Application Form