



Probus

Thornleigh Mixed Probus Club Inc.

RISK MANAGEMENT POLICY

Club No. 9003891

District No. 9680

Inc. No. 9895920

Adopted at the General Meeting of

Original signed by President Marilyn Coventry

Secretary Kay Rankine

Thornleigh Mixed Probus Club Inc.: PO Box 137 Thornleigh 2120



Risk Management Policy

Contents

1. General Statement of Policy.
2. Disclaimer
3. Safety and Protocol
 - 3.1 Meeting Room(s)
 - 3.2 Food Service
4. Activities, Outings and Tours
5. Handling of Money
6. Other Issues
7. Forms



1.0 General Statement

The Thornleigh Mixed Probus Club 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 confidence for officers, committee and sub-committee members and leaders of activities, outings and tours, in their administrative roles within the club.

Nothing in this policy is designed to restrict the enjoyment of members' or visitors' participation in the activities of the club.

The purpose of this policy is two-fold:

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 Thornleigh Mixed Probus Club 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 is provided for members and visitors.

Whilst every effort has been made to ensure issues related to Risk Management within the Thornleigh Mixed Probus Club Inc., the Management Committee and the Risk Management officer do not accept any responsibility for any errors, omissions or inaccuracies whatsoever within the document.

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Club Inc. shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.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

- (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) At the beginning of each meeting, all persons present are informed by the Chairperson of the location of exits, and the evacuation assembly point in the case of an emergency. Should an evacuation be required occupants will be directed to the assembly point either by the Risk Management officer or a committee appointed fire warden. A copy of the venue's displayed emergency procedures has been attached to this Policy.
- (5) A list of emergency numbers is kept and maintained at registration desk at all times.
- (6) Normal/reasonable duty of care is undertaken and observed.

3.2 Food Service

The Hospitality Officer shall be responsible for:

- (1) Club managed food and beverage services.
- (2) The cleanliness of facilities.
- (3) Good hygiene practices undertaken and observed (as per attached).



4.0 Meetings, 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. This includes the preparation of a monthly Financial Report to be presented to members for adoption at the General Meeting by the Treasurer.
- (2) The collection of monies being paid by members/guests for club activities to the leaders of such activities or by a person delegated by the Treasurer.
- (3) The banking of all collected monies within two working days for insurance cover.
- (4) Ensuring all payments being made by cheque are signed by two authorised signatories.
- (5) Ensuring that all payments are supported by an invoice, voucher, receipt or written request from a committee member or activity leader.
- (6) Maintaining a register of the Club's assets.
- (7) Preparing a Budget, setting out the anticipated Income and Expenditure. This Budget will be the basis for setting fees for the coming year, to be adopted by the members.



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

1. Registration form for tours (of more than one day).
2. Attendance form (typical) for social activities and outings.
3. Accident/injury/incident report including details of injuries sustained.



Registration Form for Tours (of more than one day)

Thornleigh Mixed Probus Club Inc.

Club No. 9003891

Inc. No.9895920

Tour Destination.....

Date: From.....To.....

Tour Leader(s).....

Participants Declaration:

I hereby apply to participate in the above Tour and in so doing agree that while participating on the above Tour:

- I understand that I am the person who is fully responsible for the state of my health and I 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 the state of my health or my behaviour.
- I hereby declare that to the best of my knowledge I am fit enough to undertake this Tour and agree to advise the Leader immediately should my state of health change.
- I hereby declare that I will only participate in activities where I am physically capable.
- In the case of any accident, illness or emergency please contact my next of kin:

Name Relationship.....

Tel:..... Mobile.....

Address:

.....
.....

Privacy Statement:

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

Signed.....Dated.....

Thornleigh Mixed Probus Club Inc.: PO Box 137 Thornleigh 2120



Probus

Attendance form for General Social Outings

**THORNLEIGH MIXED PROBUS CLUB INC.
ACTIVITY ATTENDANCE SHEET**

(Please complete the following details for insurance purposes in case of accident/injury or incident)

ACTIVITY _____ **DATE OF ACTIVITY** _____ **LEADER** _____

NAME	PHONE	NAME OF EMERGENCY CONTACT	EMERGENCY PHONE NO	SIGNATURE

Thornleigh Mixed Probus Club Inc.: PO Box 137 Thornleigh 2120



Accident / Injury / Incident Report

THORNLEIGH MIXED PROBUS CLUB INC.

CLUB NO. 9003891

INC. NO. 9895920

Tick one

Accident.....Injury.....Incident.....

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

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

Location of Accident / Injury / Incident

.....
.....
.....

Was any First Aid administered?

.....
.....

Number of Persons present at Meeting/Activity/Outing/Tour.....

Describe the activities of all parties involved at the time of the Accident/Injury/Incident

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Cause of Accident/Injury/Incident

.....
.....
.....

Number of Persons Injured (if applicable).....

Thornleigh Mixed Probus Club Inc.: PO Box 137 Thornleigh 2120



Was the Ambulance Service called? Yes No (please circle)
 Were the Police notified? Yes No (please circle)
 If yes by whom ?.....
 At what time?.....
 Name of Ambulance Officer in charge of treatment.....
 Name of Police Officer in attendance.....
 Police Station.....

Accident/Injury/Incident first reported to:
 Name.....
 Position within the Club.....
 Home Address.....
 Post Code.....
 Home Phone ().....
 Mobile.....
 Date Reported..... Time.....

If any significant delay in reporting event please state reasons

Witnesses to Accident/Injury/Incident (at least two required)

Name.....
 Address.....
 Post Code.....
 Telephone..... Mobile.....

Name.....
 Address.....
 Post Code.....
 Telephone..... Mobile.....

Accident/Injury/Incident referred to.....
 for investigation into cause and subsequent remedial action on
 (date).....



Name of injured person(s).....

Details of injury:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Name of injured person(s)

Details of injury:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....