

~~(Draft, March '06)~~

**COMBINED PROBUS CLUB
OF
MANNINGHAM inc.**

**RISK MANAGEMENT
POLICIES AND STRATEGIES.**

Combined Probus Club of Manningham Inc.

Risk Management

Risk Management is the science of identifying actual and potential risks to an organisation and its members, and of developing strategies to obviate the risks or reduce the likely severity of an incident.

The following areas of risk have been identified.

1. Personal Responsibility

All members to carry a medical information card and wear name badge at all times on Probus activities.

Any member who has a temporary health concern, or becomes unwell during a Probus Activity, should make another person aware.

2. Personal Injury

There is potential for personal injury from

2.1 – lifting and carrying

Strategy

- We must be conscious of our age and consequent reduced capacity and susceptibility for soft tissue injury.
- We need to assess the relative weight and difficulty of a task and to use whatever lifting aids are available and/or to seek assistance. We must err on the side of safety.
- Tasks which particularly come to mind are;
 - . lifting the urn when preparing morning tea and cleaning up afterwards.
 - . lifting and moving tables when setting up and packing away for meetings.

2.2 - handling hot water at morning tea time

Strategy

- The urn should be filled at the table where it is to be heated or placed on the trolley provided, filled, and wheeled to position.
- At completion of morning tea the urn should be lifted by two people onto the trolley and wheeled away; it does not need to be emptied.
- Care must be taken when pouring hot water for coffee or tea.
- Members not on morning tea duty are to be kept well clear.

2.3 - Trips and falls

Strategy

- Ensure speaker system leads are placed so that they are not a hazard.
- Keep spaces clear of bags and other personal possessions and Probus materials.
- When on outings (tours, trips, interest group activities, etc.) members should be alert to help each other, watching for hazards.

3. Financial Loss

Financial loss could threaten the viability of the Club and could occur through

3.1 Fraud.

Strategy

- Ensure the Club's books are properly audited at least annually. Although this might find evidence of fraud after the event, the effect will be limited.

3.2 Theft.

Strategy

- Cash should be deposited at the Bank as early as possible to reduce the opportunities for theft.
- Members are encouraged to pay by cheque at all times to reduce the amount of cash held.
- The Treasurer should seek company when carrying larger amounts of cash.

3.3 Loss.

Strategy

- The Treasurer must always ensure the security of cash, e.g., keeping cash on person as much as possible.

4. Emergency Evacuation

There is danger of injury to person and property in the event of the need to evacuate the premises when a meeting is taking place.

Emergency evacuation will be assisted by Wardens. The Wardens will be the Committee of the Club under the overall direction of the President or, in his/her absence, the chairperson appointed for the day.

4.1 Injury from crushing

Strategy

- Wardens must be conversant with evacuation routes and assembly points, depending on the location and nature of the cause of evacuation.
- Members must obey instructions of Wardens.

- All members should assist those unable to move quickly and freely.
- The assembly point is the church property on the corner of Marcus St., and Thompson's Road.
- Once evacuation is complete the Treasurer or her/his nominee will check members present against his list of those in attendance.

See Emergency Evacuation Procedure – Appendix 1.

4.2 Injury from Fire

Strategy

- Appointed Wardens must be conversant with location of fire extinguishers and be able to use them.
- In case of fire, Wardens should call the fire brigade on 000. Many members will have mobile 'phones and there is a fixed 'phone in the foyer.

4.3 Collapse of members due to smoke, stress, etc.

Strategy

- Members who are qualified in First Aid or other health care disciplines may be requested to provide assistance where required and/ or call for an ambulance.
- Both a First Aid Kit and a fire blanket are available in the church kitchen.

5. General Safety

Strategy

- All members are responsible for ensuring the safety of members at Probus activities.
- Members should be alert and report to the Committee any circumstance they feel could be a hazard.
- Members must always be conscious of their own safety and the safety of others.
- Members, including Wardens must not put themselves at risk of personal injury in performing tasks.

6. Reporting and Recording

It is imperative that incidences of injury or property damage are promptly and correctly reported and recorded on the attached Incident Report form. This is to ensure that proper records are available for insurance if a claim is to be made, and also for the Club to demonstrate that appropriate action was taken in case of any legal proceedings.

7. Insurance

All Probus Clubs are covered by an overall Insurance Policy maintained by Probus South Pacific, currently with CUG Insurance.

7.1 Cover is for:

- (a) Personal injury. There is a wide range of injuries covered for varying specific amounts.
- (b) Property damage, including loss of money.

7.2 The Club President and Club Secretary have details of the insurance cover,

including Probus travel, available for perusal by members.

7.3 In the event of a claim being made the Insurer will require evidence that the incident occurred during attendance at a Probus meeting or activity, or while travelling to or from such a meeting or activity. Thus it is imperative that attendance records are maintained for **all** Probus activities.