Bilgola Plateau Probus Club - Risk Management Policy

Introduction

Bilgola Plateau Probus Club 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 and 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 the Management Committee, members and convenors 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:

1. To reduce the risk of injury by conducting a risk assessment of the types of activities offered.
2. To protect the Club and its members in the event of action being taken against the Club, its officers, committee, activity convenors or individual members.

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 a Probus Club such as meetings, outings, tours and interest groups.

Generally speaking, the following steps should occur when reviewing an activity:

Step 1 Identify any potential risks associated with the activity – this is risk identification
Step 2 Determine the level of risk i.e. high, medium or low – this is risk assessment
Step 3 Agree on what actions should be implemented to either minimise or eliminate the risk – this is risk management.

Below addresses common business conducted by the Club.

The Meeting Venue

The Committee shall ensure that:

- A record of members, guests or visitors attending meetings is maintained.
- A record of members, visitors and guests leaving early from a meeting is to be maintained.
- All power leads, cables and other fittings are properly secured or covered.

- At the beginning of each meeting, all persons present are informed by the Chairperson of the location of exits
- A list of emergency numbers is kept and accessible by Management Committee members.

Outings/Activities

- A record of members, visitors and guests attending is to be maintained.
- A record of members, visitors and guests leaving early from a Club activity is to be maintained.
- Any incidents/accidents/injuries to be recorded and if necessary for insurance purposes be reported to PSPL.

Handling of Money

The Treasurer shall be responsible for:

- The financial management of Club funds under the direction of the Management Committee. This includes the preparation of a monthly P and L to be presented to members for adoption at the General Meeting and an Annual P and L for presentation at AGM.
- The collection of monies being paid by members/guests for membership fees and Club activities
- The banking of all collected monies within two working days
- Ensuring that all payments are supported by an invoice, voucher, receipt or written request from a Management Committee member or activity leader.
- Maintaining a register of the Club's assets.
- Preparing an Annual 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.
- Organising an audit of each year's records.