

**PROBUS CLUB OF  
SURFCOAST ANGLESEA INC**



**CLUB NUMBER 57865**

**ROTARY DISTRICT 9780**

**RISK MANAGEMENT POLICY**

**18 February 2013**

**Adopted by the Probus Club of Surfcoast Anglesea Inc  
at the meeting of club members on 18<sup>th</sup> February 2013**

**PROBUS CLUB OF  
SURFCOAST ANGLESEA INC  
RISK MANAGEMENT POLICY**

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# **PROBUS CLUB OF SURFCOAST ANGLESEA INC.**

## **RISK MANAGEMENT POLICY**

### **1.0 GENERAL STATEMENT**

This policy was adopted by the members of the Probus Club of Surfcoast Anglesea Inc. at a General Meeting held on (insert date).

This Probus Club recognises the need to ensure the minimisation of 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 guidelines for our officers, committee & sub committee members and leaders of activities, outings and tours and support for them in their administrative roles within the club.

Nothing in this policy is designed to restrict the enjoyment of member's or visitor's participation in the activities of the club.

The purpose of this policy is twofold:

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 Probus Club of Surfcoast Anglesea Inc. in no way claims this policy document 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 may be provided for members and visitors.

Whilst every effort has been made to ensure issues related to 'Risk Management' within the Probus Club of Surfcoast Anglesea Inc. are addressed in this policy, the Management Committee and the Risk Management Sub-committee does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within the document.

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Anglesea Inc. shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.

# **PROBUS CLUB OF SURFCOAST ANGLESEA INC.**

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### **3.0 SAFETY AND PROTOCOL**

#### **3.1 The General Meeting Venue**

**The Membership and Welfare Officer will ensure that:**

- (1) An accurate record is kept of all members, guests or visitors attending general meetings.  
  
Members who leave early are signed out, and their time of departure recorded. It is a member's responsibility to inform the Membership and Welfare Officer when leaving early.
- (2) A list of emergency numbers is kept and maintained. During meetings, this list to be held by the Membership and Welfare Officer at the registration table.
- (3) An overview of safety provisions at Probus club activities occurs on a regular basis
- (4) An emergency evacuation exercise takes place at least once each year in order to evaluate and where necessary, improve the emergency evacuation procedures.

#### **3.2 Food Service**

**The Hospitality Officer shall be responsible for:**

- (a) Club managed food and beverage services.
- (b) Rosters for the setting up and the cleanliness of facilities.
- (c) Good hygiene practices undertaken and observed.

### **4.0 ACTIVITIES, OUTINGS AND TOURS**

- (1) The appointed officers shall manage all approved club activities with the assistance of delegated Management Committee and Sub-Committee members.
- (2) A list of participants (members and visitors) will be drawn up with their emergency contact details for all official Probus activities.
- (3) All members are requested to complete and submit the General Registration Form (Form 03) at the March meeting of each calendar year. This form will cover all official club outings and activities for the ensuing 12 months.

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Should a member's circumstances change in respect to the information requested, it is the member's responsibility to complete and submit as new form as soon as possible thereafter.

- (4) Any incidents/accidents/injuries should be recorded (using PSP Form 02), and if necessary for insurance purposes, be reported to the Probus South Pacific Limited.

## 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.
- (2) Any delegation of the collection of monies being paid by members/guests for club activities to the Leaders of such programs.
- (3) The banking of all collected monies within two working days for insurance cover.
- (4) The preparation of an annual budget for consideration and approval by the Management Committee.
- (5) Providing monthly reports to the club members and management committee.

### **The Management Committee shall be responsible for: -**

- (1) Approving all financial transactions made by the Club, ensuring that where petty cash payment is not appropriate, payments made by cheque carry two authorised signatures.
- (2) Ensuring that all payments are made with evidence of the debt by way of invoice, voucher or cash receipt.
- (3) Maintaining a register of the Clubs assets.  
*Note - Cash based accounting system rather than an accrual system need not allow for depreciation of assets.*
- (4) Considering all requests for refunds of money to members.

## 6.0 OTHER ISSUES

### **6.1 The Management Committee shall endeavour to address issues related to:**

- (1) Risk assessment and management.
- (2) Privacy legislation

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- 6.2 The Risk Management Sub-Committee shall carry out an annual review of the Risk Management Policy to ensure that it reflects current thinking and practices in relation to health and safety.**
  
- 6.3 The Risk Management Sub-Committee shall comprise at least three members, including the Membership and Welfare Officer.**

# **PROBUS CLUB OF SURFCOAST ANGLESEA INC.**

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### **APPENDICES**

Emergency Plan and Procedures

Form 01 - Accident/Injury/ Incident Report

Form 02 – Annual Registration Form for all Club Activities

Form 03 – Visitor’s Registration Form for all Club Activities.

Form 04 – Risk Assessment Plan (Proforma and Implementation Notes)

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### **EMERGENCY PLAN AND PROCEDURES**

#### **Definition:**

An emergency is a sudden sequence of events which requires immediate action.  
Eg. fire, armed hold-up, explosion, power failure, bomb threat.

#### **Requirements:**

- Clearly defined emergency evacuation procedures for situations where evacuation is deemed to be the first necessary action.
- Prior action to ensure that all club members understand the Emergency Procedures.  
That is, they know what the suggested procedures are during an emergency, are prepared to follow instructions issued by the Club President or his/her delegates, will resist panic, and will provide assistance as required.
- The Emergency Plan is reviewed on a regular basis.
- An emergency practice drill is held at least once each year

#### **Emergency Evacuation:**

The President will announce the need for an evacuation and with the assistance of the Membership and Welfare Officer, will supervise the evacuation and ensure that:

- Members remain calm and exit in a prompt, but orderly fashion, as per the directions of the Club President and/or the Membership and Welfare Officer.
- Members who may need physical assistance are helped to vacate the building
- Tasks such as checking specific areas of the building (eg. toilets, kitchen, morning tea area, etc.) are undertaken
- Members are kept together at the designated assembly point.

Unless announced otherwise, the assembly point will be the golf club car park adjacent to the clubhouse.

- The attendance sheets are taken to the assembly area so that all members can be checked against the list of persons present.
- All important information such as the time of the emergency, the time of requesting any emergency services (eg. ambulance, fire brigade, police), details of injuries to members, etc.) is recorded and kept on file.
- All members remain at the assembly point until an official all clear has been given by the appropriate authority.

#### **Handling the Media**

It is the policy of the Probus Club of Surfcoast Anglesea Inc. that only the Club President (or an approved delegate) discuss Probus Club issues with media representatives.

**PROBUS CLUB OF SURFCOAST ANGLESEA INC.**

**CLUB NUMBER 57865**

**ACCIDENT / INJURY / INCIDENT REPORT FORM**

|   |                     |           |           |              |              |       |       |                     |                     |                |                |             |             |
|---|---------------------|-----------|-----------|--------------|--------------|-------|-------|---------------------|---------------------|----------------|----------------|-------------|-------------|
| Accident <input type="checkbox"/> Injury <input type="checkbox"/> Incident <input type="checkbox"/>   |                     |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Date of Accident / Injury / Incident.....Time of Accident / Injury / Incident.....  |                     |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Location of Accident / Injury / Incident.<br>.....<br>.....<br>.....  |                     |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Number of Persons present at Meeting / Activity / Outing / Tour.....  |                     |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Describe the activities of all parties involved at the time of the Accident / Injury / Incident.<br>.....<br>.....<br>.....<br>.....  |                     |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Cause of Accident / Injury / Incident.<br>.....<br>.....<br>.....   |                     |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Number of Persons Injured (if applicable). .....<br><br>Names of Persons Injured and Details of Injuries.....<br>.....<br>.....   |                     |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Was the Ambulance Service called? Yes.....No..... Were the Police notified? Yes..... No.....<br>If yes by Whom ?..... At what time ?.....<br>Name of Ambulance Officer in charge of treatment.....<br>Name of Police Officer in attendance.....Police Station.....  |                     |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Accident / Injury / Incident first reported to.<br>Name.....Position within the Club.....<br>Home Address.....Post Code.....<br>Home Phone ( )..... Mobile Phone.....<br>Date Reported.....Time report made.....<br>If any significant delay in reporting event please state reasons.....<br>.....<br>.....   |                     |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Witnesses to Accident / Injury / Incident. (at least two required)<br><table style="width:100%; border:none;"> <tr> <td style="width:50%;">Name.....</td> <td style="width:50%;">Name.....</td> </tr> <tr> <td>Address.....</td> <td>Address.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....Post Code.....</td> <td>.....Post Code.....</td> </tr> <tr> <td>Telephone.....</td> <td>Telephone.....</td> </tr> <tr> <td>Mobile.....</td> <td>Mobile.....</td> </tr> </table> |                     | Name..... | Name..... | Address..... | Address..... | ..... | ..... | .....Post Code..... | .....Post Code..... | Telephone..... | Telephone..... | Mobile..... | Mobile..... |
| Name.....   | Name.....           |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Address.....  | Address.....        |           |           |              |              |       |       |                     |                     |                |                |             |             |
| .....   | .....               |           |           |              |              |       |       |                     |                     |                |                |             |             |
| .....Post Code.....   | .....Post Code..... |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Telephone.....  | Telephone.....      |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Mobile.....   | Mobile.....         |           |           |              |              |       |       |                     |                     |                |                |             |             |
| Accident / Injury / Incident referred to.....for investigation<br>into cause and subsequent remedial action on (date).....  |                     |           |           |              |              |       |       |                     |                     |                |                |             |             |

**PROBUS CLUB OF SURFCOAST ANGLESEA INC.****CLUB NUMBER 57865****ANNUAL REGISTRATION FORM FOR ALL CLUB ACTIVITIES****Period: February \_\_\_\_\_ until February \_\_\_\_\_****MEMBERS DECLARATION**

I hereby agree to the following points while participating in any Club Activities during the period indicated above:

- 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 Outing/Tour and agree to advise the Activity Leader immediately should my state of health change.
- In the case of any accident, illness or emergency during the next 12 months please contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile \_\_\_\_\_

Address: \_\_\_\_\_

**If there is any change to the above details I will immediately notify the Secretary.****Privacy Statement:**

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

Member's Name: \_\_\_\_\_

(Print)

Signed: \_\_\_\_\_ Dated \_\_\_\_\_

**PROBUS CLUB OF SURFCOAST ANGLESEA INC.****CLUB NUMBER 57865****VISITORS REGISTRATION FORM FOR ALL CLUB ACTIVITIES****Name of Activity:** \_\_\_\_\_**Date:** \_\_\_\_\_**Activity Leader(s):** \_\_\_\_\_**PARTICIPANTS DECLARATION.**

I hereby apply to participate in the above Activity and in so doing agree to the following points while participating in this Activity:

- 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 Activity 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:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile \_\_\_\_\_

Address: \_\_\_\_\_

**Privacy Statement:**

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

Visitor's Name: \_\_\_\_\_  
(Print)

Signed: \_\_\_\_\_ Dated \_\_\_\_\_



# PROBUS CLUB OF SURFCOAST ANGLESEA INC.

## CLUB ACTIVITY RISK ASSESSMENT PLAN (Implementation Notes)

In the interest of members, guests and visiting Probians it is recommended that the club identify and manage risks to avoid personal injury or damage to property.

Implementation of Risk Management procedures is simply common sense documented that will improve safety and prevent injury that may be detrimental to the health and well being of Probus members and guests involved in Probus meetings and activities.

Risk Management should not be seen as an imposition or extra workload, but will, when applied effectively, ensure a safe environment for our Probus club members and guests.

Risk Management Process – recognising situations, which have the potential to cause harm to people or property, and doing something to prevent the hazardous situation occurring or a person being harmed. **Basically identify, assess and control.**

**Step 1:** Identify the problem which is known as *hazard identification*. Determine how serious a problem it is (*risk assessment*). Decide what needs to be done to solve the problem (*risk elimination or control*).

An example: The club has organised a 'Picnic in the Park' at a public garden in a neighbouring town. Members and guests have been invited and are asked to meet at 11.00am at the 'Pavilion' across the pebbled pathway that leads to the duck pond. BBQ facilities are available. Car-pooling is recommended.

Hazard Identification – start by asking "What if.....?"

Consider past incidents or accidents (review what went wrong to create the situation)  
Consider safety issues Check the venue – look and listen at what is happening at the venue  
Check signage or instructions

Think creatively about what could happen if something went wrong.

**Step 2:** Risk Assessment – How do you determine what harm can be caused?

Once a hazard has been identified – determine how likely someone could be harmed by the hazard or circumstance and how serious the situation could develop. A problem may be obvious or it may develop through circumstance. Identify what you need to do to eliminate or minimise the risk and decide which control option is appropriate given the degree of risk.

**Step 3:** Risk Elimination or control – How do you decide the best way to remove or reduce the risk? Having identified the risk - act to prevent the risk Remove the cause or lessen the risk to the lowest possible level.