

1. Introduction

Woodley & District u3a will endeavour to minimise the risk its operations pose to its organisation, members and volunteers.

2. Purpose

The purpose of this document is to identify potential risks to Woodley & District u3a and its members, and to document the approach to managing identified risk.

3. Policy

- 3.1 Woodley & District u3a acknowledges its duty to provide a safe environment for its members and volunteers, and a reliable development path for the organisation.
- 3.2 Woodley & District u3a will institute procedures that will, as far as is possible, minimise the incidence of risk and mitigate the impact of any risk that occurs.
- 3.3 For the purposes of this policy 'risk' is defined as the probability that an occasion or event will arise that presents a danger to the organisation, members or volunteers. This policy encompasses, but is not limited to physical, financial, reputational and legal hazards.
- 3.4 Risks to be managed by Woodley & District u3a in the context of this policy include risk of:
 - physical injuries to members, volunteers and visitors while participating in u3a run activities and/or attending Woodley & District u3a premises
 - loss of, or unauthorised access to, members' personal information and related data held by Woodley & District u3a.
 - breach of any premises owned, rented or occupied by Woodley & District u3a resulting in damage or theft to property or chattels
 - fire, leading to personal injuries and/or property damage.
 - Financial loss
 - Negative Impact to the reputation of Woodley & District u3a
- 3.5 Risks to the privacy of members and volunteers due to loss or misuse of personal information, or breach of records security and procedures for safeguarding privacy, are documented in Woodley & District u3a *Privacy Policy*.
- 3.6 Risks to the financial standing and assets of Woodley & District u3a and procedures for sound financial management and control may be documented in a separate policy statement and associated procedures.
- 3.8 Risks will be managed by Woodley & District u3a Committee by:
 - identifying the risks associated with Woodley & District u3a activities.

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- evaluating the likelihood of each identified risk happening.
 - establishing practices to avert and/or mitigate the impact of identified risks.
- 3.9 The Committee will coordinate preparation of Woodley & District u3a annual *Risk Management Review* and maintain the *Risk Register* by:
- An annual risk management analysis
 - documenting identified risks for inclusion in the *Risk Register*
 - scheduling annual reviews of risks.
 - Identifying mitigations to the identified risks.

4. Procedures

- 4.1 Buildings rented or occupied by Woodley & District u3a, together with furniture, equipment and other chattels, will be safeguarded by the Committee by:
- controlling access to keys and/or access codes to buildings, and to secure storage within buildings
 - maintaining an accurate and up-to-date register of persons who:
 - a. hold keys/access codes, and/or
 - b. have access to secure storage
 - ensuring that Group Convenors have access to checklists for hiring a room and what to do on the day.
 - storing insurance policies in Woodley & District u3a records management system
- 4.2 To safeguard against injury or damage resulting from fire, and to mitigate the impact of fire:
- notify members of procedures/assembly points and check exits are not blocked.
 - For small groups tutors will be provided with the emergency evacuation procedure and be required to familiarise members with these procedures annually
 - Building managers will be asked to ensure that emergency exits are identified by prominent signage.
- 4.3 A member/volunteer may raise any issues about risk management with Woodley & District u3a Secretary and the Secretary will agenda the matter for the next meeting of the committee. The Committee will review the enquiry/complaint promptly and agree on a response to the issue raised. A member/volunteer, who believes they have identified an unrecognised risk, or a deficiency in risk management procedures, is required to notify Woodley & District u3a Secretary.

5. Responsibilities

- 5.1 Woodley & District u3a Committee is responsible for developing, implementing, reviewing and publishing this policy.
- 5.2 It is the responsibility of Woodley & District u3a Committee to:

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- regularly conduct risk analyses
- develop, endorse and apply effective risk management checklists/procedures
- regularly review risk management checklists/procedures
- endorse the annual *Risk Management Plan*
- evaluate recommendations arising from risk management processes and implement changes to procedures where appropriate
- ensure members and volunteers are aware of the risk management policy and procedures
- respond to members' enquiries, complaints and suggestions about risk management.

5.3 It is the responsibility of Woodley & District u3a Groups Coordinator to ensure that volunteers are aware of Woodley & District u3a emergency evacuation procedure; are aware of their responsibilities if an emergency evacuation is initiated and familiarise members of their classes/groups with the emergency evacuation procedures on an annual basis.

5.4 It is the responsibility of the Chairman of Woodley & District u3a to:

- lead the Committee annual risk management analyses and to document identified risks
- schedule annual reviews of risks
- maintain the *Risk Register*
- make recommendations to the Committee on emerging risk management issues.

5.5 It is the responsibility of all volunteers and members to inform the Committee about any risk of which they become aware that is not covered by existing procedures.

6. Authorisation

6.1 This policy was adopted by the Committee of Woodley & District u3a, and minuted as such, on *date*.

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Endorsed by U3A Committee	Date: tba
Revised	Date: