RISK MANAGEMENT POLICY

1. General Statement

The Probus Club of Pittwater recognises the need to ensure 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 are 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, 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 a member's or visitor's participation in the activities of the club.

Therefore, the purpose of this policy is

a. To reduce the risk of injury.
b. To protect the club and its members in the event of action being taken against the club, its Officers, Management Committee and sub-committee members, activity leaders or individual members.

2. Disclaimer

The Probus Club of Pittwater in no way claims this policy 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 Pittwater are identified, the Management Committee does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within the document. This policy is provided on the basis that the Probus Club of Pittwater shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.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. Safety

a. At all meetings, the Management Committee, or designated members, shall ensure that:
   - a suitable first aid kit is accessible
   - a record of all members, guests and visitors is maintained
   - all power leads, microphone cables and other fittings are properly secured or covered
   - all persons present are advised of the location of exits, evacuation assembly point and the procedures to be followed in case of emergency
   - a list of emergency numbers is accessible
   - a normal and reasonable duty of care is undertaken and observed.

b. At meetings, functions, activities and outings where the Probus Club of Pittwater is directly responsible for the provision of food or beverages, the Catering Officer or designated members shall ensure that:
   - the service of food and beverages are managed appropriately
   - the facilities are clean and set up in a safe manner
   - good hygiene practices are undertaken and observed.

4. Activities, Outings and Tours

a. All approved club activities shall be managed by appointed event organisers, assisted by designated members.
b. Where possible, a record of members, guests and visitors attending an activity, function, outing or tour is to be maintained.
c. Where possible, a record of members, guests and visitors leaving an activity, function, outing or tour before its conclusion is to be maintained.
d. Any incidents, accidents or injuries that occur at an activity, function, outing or tour are to be recorded and, if necessary for insurance purposes, be reported to Probus South Pacific Ltd by telephone or email. The matter will be recorded in the PSPL Insurance Register and, if necessary, a claim form will be provided. All claims must be actioned within twelve months from the date of the incident.
e. At the discretion of Club members, carpooling may be undertaken when attending scheduled Probus Club meetings and recognised Probus Club activities. Any vehicle used for transporting Probus Club members must be registered and insured and the driver licensed, reliable and not intoxicated. There should be no "fee for service". Car-pooling is not included in the Probus Insurance Scheme but Probus Club members and guests travelling to or from a Probus Club meeting or Probus 'recognised' activity are covered by the Probus Insurance Scheme – Policy 2A and 2B for Personal Injury."

5. Handling of Money

The Treasurer shall be responsible for the:

a. Financial management of club funds under the direction of the Management Committee
b. Banking of all collected monies within two working days to ensure insurance cover.
c. The Treasurer may delegate the collection of monies being paid by members and guests for club activities to the leaders of such programs.
d. All Club payments must be authorised by at least 2 members of the Management Committee and ensure that all payments are made by Electronic Funds Transfer.
e. The Management Committee shall ensure that no payments are made without evidence of the debt by way of invoice, voucher or receipt.
f. A register of the Clubs assets shall be maintained by a member appointed by the Management Committee.

g. A cash-based accounting system, rather than an accrual system, need not allow for depreciation of assets.

h. A budget, setting out the anticipated income and expenditure, shall be adopted annually.

6. Other Issues

The Management Committee shall endeavour to address issues related to risk assessment and management and privacy legislation.

President's signature

Secretary's signature