



U3A Bendigo Inc

New Course/Activity Proposal Form

All new courses/activities require the formal approval of the committee, and should be submitted on this form. Each course/activity must have a convener, and may also have a tutor as a separate position. The Courses Coordinator will put the proposal to the Committee of Management and on approval, allocate a time and place for the course/activity, after consultation with the convener.

Name of Course/Activity

Convener

Tutor(s) (if applicable)

Objectives of Course/Activity

.....

.....

Skills to be learned.....

.....

Knowledge to be imparted

.....

Any associated costs?

.....

Proposed starting date/...../.....

Proposed duration

Limit on student numbers

Will non- members be involved (for insurance requirements)

Describe involvement by non-members

Signed by Convener Date/...../.....

Signed by Courses Coordinator Date/...../.....

Date to Committee of Management Date/...../.....

Signed as approved by Committee of Management Date/...../.....



U3A Bendigo Inc

U3A Risk Management Assessment Procedure

To comply with U3A Bendigo's Risk Management Policy all course and activity venues will be assessed for risk. The following Procedure is to ensure that venues are assessed fairly and accurately using the same system for each venue. Anything that poses a risk to U3A Bendigo can be assessed using this Procedure.

1. Visit the premises and using the Risk Assessment Form attached itemise the risks that you observe. The items may include but are not limited to:
 - a. Car Parking
 - b. Steps and entry to the venue
 - c. Access for disabled members
 - d. Items that could cause "tripping hazards" (loose flooring covers, wires etc)
 - e. Any items to be used in the activity that could be a potential risk
 - f. Any other risk factor
2. Enter the triggers or indications that cause you to think this is a risk
3. Enter a figure between 1 and 5 (5 being the highest) as to how likely you think this risk might happen
4. Enter a figure between 1 and 5 (5 being the highest) as to the impact this risk will have on U3A Bendigo if it were to happen
5. Multiply the 2 figures to obtain a score out of 25. The higher the score the higher the probability of the risk happening. The following chart shows how to rate the risk as low, medium or high.

	5	10	15	20	25
HIGH					
MED					
LOW					

6. Next identify steps to take to lessen or eliminate the risk.
7. Ensure that the steps to mitigate the risk are taken.
8. Notify the Committee of Management of the outcome of your assessment and steps you have taken / believe need to be taken to mitigate the risk, by submitting the Assessment Form.
9. If no steps can be identified to mitigate the risks, notify the Committee of Management of your decision and submit the Assessment Form.
10. After discussion with the Committee of Management the Courses Coordinator will notify the proposer of the course or activity of the outcome of the assessment.

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Risk Assessment Form (To be completed by Convener and submitted to Courses Coordinator)

	Potential Risk	Triggers / indications, that a risk has occurred or may occur	How Likely? 1-5	Impact if Happens? 1-5	Rating (multiply) & L, M or H	Steps to take to mitigate the risks
1						
2						
3						
4						
5						

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Risk Assessment Form (To be completed by Convener and submitted to Courses Coordinator)

Extra Notes if Required: