

# RISK MANAGEMENT ASSESSMENT PROCEDURE AND FORM

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.

## Authorisation if required:

This form was adopted by Committee Of Management of U3A Bendigo Incorporated, and minuted as such, on 4th March

## U3A Risk Management Assessment Form

Activity Name.

Assessor Name (Print)

	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
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						