

RISK MANAGEMENT PROCESS

Process

This process has been documented to assist those members who are involved in managing risk management. It is an overview of the process that needs to be followed by the Activities Coordinator and / or the Office Coordinator.

1. Buildings owned, rented or occupied by U3A Bendigo, together with furniture, equipment and other chattels, will be safeguarded by the Committee of Management 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
 - appropriately and adequately securing valuable items, especially valuable portable items, against theft or damage in accordance with insurance coverage (where applicable)
2. U3A Bendigo's records management system (Ben & filing cabinet)
 - storing insurance policies in U3A Bendigo's records management system
 - recording all valuable items in U3A Bendigo's *Asset Register* and storing the *Asset Register* in U3A Bendigo's records management system
 - valuable items will be stored under lock and key
3. Where U3A Bendigo property is stolen or damaged due to vandalism, burglary or attempted entry, the damage will be photographed, reported immediately to Victoria Police, and reports will be prepared for insurance purposes (where applicable).
4. To safeguard against injury or damage resulting from fire, and to mitigate the impact of fire:
 - fire extinguishers will be installed in each room and maintained in accordance with MFB1 standards
 - smoke alarms will be installed in each room and maintained in accordance with MFB standards
 - emergency evacuation procedures will be displayed prominently in each classroom
 - evacuation drills will be conducted with members and volunteers on an annual basis
 - tutors will be provided with the emergency evacuation procedure and be required to familiarise members with these procedures annually
 - emergency exits will be identified by prominent signage

5. A member/volunteer may lodge an enquiry/complaint about risk management with U3A Bendigo's' Secretary; the Secretary will agenda the matter for the next meeting of the committee. The Committee of Management will review the enquiry/complaint promptly, and agree on a response to the issue raised.
6. A member/volunteer, who believes they have identified an unrecognised risk, or a deficiency in risk management procedures, is required to notify U3A Bendigo's' Secretary.

Authorisation:

This process was adopted by the Committee of Management of U3A Bendigo Incorporated, and minuted as such, on 1st March 2021.