

Policy – Risk Management

U3A Yarra City will endeavour to minimise the risk its operations pose to the organisation, its members and volunteers. For the purposes of this policy ‘risk’ is defined as the probability that circumstances may arise that present a danger to our organisation, members or volunteers.

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 U3A Yarra City’s *Privacy Policy*.

To safeguard against injury or damage resulting from fire, and to mitigate the impact of fire, U3A Yarra City’s venues coordinator will annually ensure that buildings used by the organisation have:

- safety features meeting the standards required by the City of Yarra
- emergency evacuation procedures displayed prominently in each room
- emergency exits identified by prominent signage.

Tutors are required to be aware of the safety features and evacuation procedures of the venues they use and ensure members of their classes are familiar with the relevant features and procedures.

Buildings owned, rented or occupied by U3A Yarra City, 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)
- storing insurance policies in U3A Yarra City’s records management system
- recording all valuable items in U3A Yarra City’s *Asset Register* and storing the *Asset Register* in U3A Yarra City’s records management system.

Where U3A Yarra City 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).

Any member/volunteer, who believes they have identified an unrecognised risk, or a deficiency in risk management procedures should notify U3A Yarra City’s Secretary. The Committee of Management will review the risk management issue promptly and agree on a response to the issue raised. If the risk poses immediate danger or requires urgent action, the President and/or relevant office bearers should take action without delay.

Version 1.0	Risk Management
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Endorsed by
U3A Yarra City Committee of Management

Date: 26/04/2016