



# Wentworth Point Probus Club Inc

## RISK MANAGEMENT POLICY

---

### **Risk Management**

Probus clubs want to help their members enjoy Probus fun, fellowship and friendship. However, in doing so, the risks associated in meeting that objective need to be considered. Effective risk management assists in ensuring the safety of participants and the success of Probus activities.

### **Pandemics**

If and when another pandemic occurs, the Club will follow all guidelines and rules set by the NSW State Government about keeping safe and minimising risk to others.

### **Meetings**

- There should be a list of all attendees and apologies, as well as list of emergency numbers for all members.
- First aid kit and defibrillator are on hand at Pulse Gym where the Wentworth Point Probus Club meets.
- Cords running across the floor must be taped down to minimise trip hazards.

### **Food Service and Preparation**

- Good hygiene practices must be undertaken and observed.
- Hot beverages must be appropriately located and handled.

### **Outings, Activities (including Sub-Groups) and Tours**

- Risk assessments must be done for all outings, activities and interest groups and
- All participants must complete an annual Registration for Outings, Activities and Tours.
- For all outings/activities, a record of all participants with emergency contact details must be kept for insurance purposes.
- It may be necessary for an organiser to seek medical clearance for a potential participant when it is apparent that a member may have difficulty participating.
- In the event of an accident or injury, an ambulance should be called where appropriate.
- For insurance purposes, any accidents, incidents or injuries are to be reported to Probus South Pacific using the Accident/Injury/Incident Report Form.
- Organisers must understand the terms and conditions of bus hire prior to agreeing to such terms and conditions, particularly in relation to excesses that may be payable on



## Wentworth Point Probus Club Inc

### RISK MANAGEMENT POLICY

---

hired vehicles in the event of an accident.

#### Finance

- All payments must be authorised by at least two persons in accordance with the Constitution and Standing Resolutions.
- Payments should only be made when there is supporting documentation (an invoice).
- Payment requests received by email should have the payment details verbally verified by the sender. There are some sophisticated scammers who can intercept emails and change the payment information.
- A record must be kept of all monies received and paid.
- An Asset Register should be maintained.
- Cash received should be banked as soon as possible. EFT should be considered.
- Banking passwords should be changed regularly.

#### Privacy

- Personal member information, activity and attendance lists, emergency contact details are to be securely maintained, as per the Club's Privacy Policy.

#### Technology

- **Passwords** for Club business (eg, banking, email) should be changed regularly and include a mixture of letters, numbers and special characters.
- **Club Email Address(es)** should be generic. Private email addresses of Committee Members should not be used.
- **Computers** used by Committee Members for storing Club information should have good anti-virus/malware protection and information backed up regularly.

#### Record Keeping

- Minutes and financial information should be maintained for 7 years.
- Attendance lists for meetings and activities should be retained for at least 13 months.
- Records can be electronic or printed.