

POLICY 6 - RISK MANAGEMENT

INTRODUCTION:

U3A Croydon will endeavour to minimise the risk that any particular operation or activity poses to our organisation, our members, our volunteers, or the general public.

PURPOSE:

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

DEFINITIONS:

“Risk” is the probability that an occasion will arise that presents a danger to our organisation, our members, our volunteers, or the general public. It includes, but is not limited to,

- Physical risks including WHS Risks
- Financial risks
- Reputational risks
- Legal risks

POLICY:

U3A Croydon has a duty to provide a safe environment for its members and volunteers. U3A Croydon will put procedures in place that will as far as possible ensure that risks are minimised and their consequences minimised.

PROCEDURES:

RESPONSIBILITIES:

It is the responsibility of the U3A Croydon Committee of Management to carry out risk management analyses of the organisation, and to take appropriate measures.

It is the responsibility of the U3A Croydon Committee of Management to ensure that:

- effective risk management procedures are in place, applicable to all relevant areas;
- risk management procedures are reviewed regularly;
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and
- members and volunteers are aware of all applicable risks and familiar with the organisation’s risk management procedures.

It is the responsibility of the U3A Croydon Committee of Management to ensure that:

- risk management analyses are carried out for all relevant sectors of the organisation;
- risk management checklists are prepared for each relevant section;
- risk management checklists are reviewed regularly by relevant people to ensure that risks have not been overlooked or have ceased to be relevant;

- each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- copies of up-to-date risk management checklists are kept in a central Risk Management Register.

It is the responsibility of all members and volunteers to ensure that:

- they are familiar with the organisation's risk management procedures applicable to their section;
- they observe those risk management procedures; and
- they inform the U3A Croydon office if they become aware of any risk not covered by existing procedures.

Managing Risk

U3A Croydon Committee of Management shall nominate appropriate people in each section of the organisation to carry out risk assessment; this should involve:

- identifying the risks attached to every element of their operation and the likelihood of that risk eventuating;
- identifying practices to avert those risks;
- identifying practices to mitigate the effects of those risks; and
- recording those risks, those precautions and those remedies in the form of deliverable checklists.

Risk Management Checklists

U3A Croydon Committee of Management will ensure that

- each section of the organisation has available to it all relevant risk management checklists;
- each risk management checklist is reviewed by the organisation at least once a year to ensure that no risks have been overlooked;
- each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- a current copy of each risk management checklist is held centrally in the organisation's Risk Management Register.

Complaints and Notifications

U3A Croydon Committee of Management will provide access to the following forms:

1. 'Risk / Hazard Notification' for anyone to complete who wants to report a Risk or Hazard that may occur.
2. "Incident Notification" for anyone to complete who wants to report an Incident that has occurred.

On receipt of either of these forms, the Committee of Management is to:

- Record the Notification in the Register.
- Investigate the issue and submit a report to the Committee of Management
- The Committee of Management will consider the report and decide any action to take.

AUTHORISATION:

This Risk Management Policy V6.02 was adopted by the Committee of Management of U3A Croydon and minuted as such, on 27th Jan 2020. This policy will be published by the Committee of Management of U3A Croydon on its website within 4weeks of the date of this authorisation.

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