

PROBUS CLUB OF SURFCOAST ANGLESEA INC.

PROBUS CLUB OF SURFCOAST ANGLESEA INC



CLUB NUMBER 57865

ROTARY DISTRICT 9780

RISK MANAGEMENT POLICY

2025

**Adopted by the Probus Club of Surfcoast Anglesea Inc at
the meeting of club members on 16TH February 2025**

PROBUS CLUB OF SURFCOAST ANGLESEA INC
RISK MANAGEMENT POLICY

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PROBUS CLUB OF SURFCOAST ANGLESEA INC.

1.0 GENERAL STATEMENT

This policy was adopted by the members of the Probus Club of Surfcoast Anglesea Inc. at a General Meeting held on 16TH February 2025

This Probus Club recognises the need to ensure the minimisation of potential risks to members and visitors, which may occur as a result of their participation in the activities of the club.

It is important to the overall enjoyment of the club that potential Areas of Risk be identified and controls put in place to reduce the possibility of injury.

This policy is also designed to provide guidelines for our officers, committee & subcommittee members and leaders of activities, outings and tours and support for them in their administrative roles within the club.

Nothing in this policy is designed to restrict the enjoyment of member's or visitor's participation in the activities of the club.

The purpose of this policy is twofold:

1. To reduce the risk of injury.
2. To protect the club and its members in the event of action being taken against the club, its officers, Committee and subcommittee members, activity leaders or individual members.

2.0 DISCLAIMER

The Probus Club of Surfcoast Anglesea Inc. in no way claims this policy document to be a comprehensive document covering all aspects of Risk Management which is likely to affect the operations of the club.

The document suggests a number of important areas that should be covered in order that a safer environment may be provided for members and visitors.

Whilst every effort has been made to ensure issues related to 'Risk Management' within the Probus Club of Surfcoast Anglesea Inc. are addressed in this policy, the Management Committee and the Risk Management Sub-committee does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within the document.

This Manual is provided on the basis that the Probus Club of Surfcoast Anglesea Inc. shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete, or out of date information contained within the document.

PROBUS CLUB OF SURFCOAST ANGLESEA INC.

3.0 SAFETY AND PROTOCOL

3.1 The General Meeting Venue

The Membership and Welfare Officer will ensure that:

- (1) An accurate record is kept of all members, guests or visitors attending general meetings. Members who leave early are signed out, and their time of departure recorded. It is a member's responsibility to inform the Membership and Welfare Officer when leaving early.
- (2) A list of emergency numbers is kept and maintained. During meetings, this list to be held by the Membership and Welfare Officer at the registration table.
- (3) An overview of safety provisions at Probus club activities occurs on a regular basis
- (4) The emergency evacuation is the responsibility of the Management of the Anglesea Hotel as part of their Risk Management Policy

3.2 Food Service

The Hospitality Officer shall be responsible for:

- (a) Club managed food and beverage services.
- (b) Rosters for the setting up and the cleanliness of facilities.
- (c) Good hygiene practices undertaken and observed.

4.0 ACTIVITIES, OUTINGS AND TOURS

- 1) The appointed officers shall manage all approved club activities with the assistance of delegated Management Committee and Sub-Committee members.
- 2) A list of participants (members and visitors) will be drawn up with their emergency contact details for all official Probus activities.

All members are requested to complete and submit the General Registration Form at the March meeting of each calendar year. This form will cover all official club outings and activities for the ensuing 12 months. Should a member's circumstances change in respect to the information requested, it is the member's responsibility to complete and submit as new form as soon as possible thereafter.

- (3) Visitors to an activity or outing are to Complete the Visitor Registration Form

- (4) Any incidents/accidents/injuries should be recorded (using PSPL Incident Report Form), and if necessary for insurance purposes, be reported to the Probus South Pacific Limited.

5.0 HANDLING OF MONEY

The Treasurer shall be responsible for: -

- (1) The financial management of club funds under the direction of the Management Committee.
- (2) Any delegation of the collection of monies being paid by members/guests for club activities to the Leaders of such programs.
- (3) The banking of all collected monies within two working days for insurance cover.
- (4) The preparation of an annual budget for consideration and approval by the Management Committee.
- (5) Providing monthly reports to the club members and management committee.

The Management Committee shall be responsible for: -

- (1) Approving all financial transactions made by the Club, ensuring that all payments of either cash or electronic banking transactions are authorised by two persons.
- (2) Ensuring that all payments are made with evidence of the debt by way of invoice, voucher or cash receipt.
- (3) Maintaining a register of the Clubs assets.
Note - Cash based accounting system rather than an accrual system need not allow for depreciation of assets.
- (4) Considering all requests for refunds of money to members.

6.0 OTHER ISSUES

6.1 The Management Committee shall endeavour to address issues related to:

- (1) Risk assessment and management.
- (2) Privacy legislation (see Privacy Policy)

6.2 The Management Committee shall carry out an annual review of the Risk Management Policy to ensure that it reflects current thinking and practices in relation to health and safety.

7.0 FIRE PLAN

- 7.1 On days of Extreme or Catastrophic fire danger in the Central District, the Probus club of Surf Coast Anglesea Inc activities (club meetings, committee meetings, official gatherings or organised trips/outings) will not take place.
Club members and others affected by this decision should be notified as soon as possible.
- 7.2 No Probus Club of Surfcoast Anglesea Inc activities will take place that require members to travel to or through other fire districts that may be covered by an Extreme or Catastrophic fire danger rating.
- 7.3 If a district which is being visited as part of an official Probus Club camp, tour, excursion, or outing is declared as Extreme or Catastrophic during the period of the activity, the Activity Organiser will seek appropriate advice from the relevant emergency services information officer. This advice should be conveyed to the Club President and the members of the excursion/tour group as soon as possible thereafter.

This policy was adopted by the members of the Probus Club of Surf Coast Anglesea Inc. at a General Meeting held on 16th February 2026

PROBUS CLUB OF SURFCOAST ANGLESEA INC.

RISK MANAGEMENT POLICY

APPENDICES

Emergency Plan and Procedures

Form 01 - Accident/Injury/ Incident Report

Form 02 – Annual Registration Form for all Club Activities

Form 03 – Visitor’s Registration Form for all Club Activities.

Form 04 – Risk Assessment Plan (Proforma and Implementation Notes)

PROBUS CLUB OF SURFCOAST ANGLESEA INC.

RISK MANAGEMENT POLICY EMERGENCY PLAN AND PROCEDURES

Definition:

An emergency is a sudden sequence of events which requires immediate action.

E.g. fire, armed hold-up, explosion, power failure, bomb threat.

Requirements:

- Clearly defined emergency evacuation procedures for situations where evacuation is deemed to be the first necessary action.
- Prior action to ensure that all club members understand the Emergency Procedures.

That is, they know what the suggested procedures are during an emergency, are prepared to follow instructions issued by the Club President or his/her delegates, will resist panic, and will provide assistance as required.

- The Emergency Plan is reviewed on a regular basis.

Emergency Evacuation:

The President will announce the need for an evacuation and with the assistance of the Membership and Welfare Officer, will supervise the evacuation and ensure that:

- Members remain calm and exit in a prompt, but orderly fashion, as per the directions of the Club President and/or the Membership and Welfare Officer.
- Members who may need physical assistance are helped to vacate the building
- Tasks such as checking specific areas of the building (e.g. toilets, kitchen, morning tea area, etc.) are undertaken
- Members are kept together at the designated assembly point.

Unless announced otherwise, the assembly point will be the Anglesea Hotel car park.

The attendance sheets are taken to the assembly area so that all members can be checked against the list of persons present.

- All important information such as the time of the emergency, the time of requesting any emergency services (e.g. ambulance, fire brigade, police), details of injuries to members, etc.) is recorded and kept on file.
- All members remain at the assembly point until an official all clear has been given by the appropriate authority.

Handling the Media

It is the policy of the Probus Club of Surfcoast Anglesea Inc. that only the Club President (or an approved delegate) discuss Probus Club issues with media representatives.

PSPL INCIDENT REPORT FORM

This form should be completed for any incidents, injuries or accidents associated with an approved Probus activity which includes any event organised by a Probus Club or Association such as meetings, outings, tours, trips and interest groups.

Club/Association Name: _____

Incident Date: _____ Incident Time: _____

Was the activity where the incident occurred approved? (please circle/highlight) **Yes / No**

Please note that in the event of an insurance claim, the insurer may require a copy of the minutes where the activity was approved by the Probus Club/Association.

Did the activity involve an overnight stay? ☐ NO ☐ YES

If YES to the previous questions, please advise the number of overnight stays

When did the incident occur? (please insert X in the appropriate box)

☐ while travelling to or from an approved activity

☐ during an approved activity

Incident Location:

Describe the approved activity at which the incident took place:

Details of injured person:

Name: _____

Membership Number (if applicable): _____

Address: _____

Phone Number: _____

Email Address: _____

If more than one person was injured as a result of the same incident, please provide their details on a separate page.

[illegible]

Were the Police notified? (please circle/highlight) **Yes / No**

This incident was first reported to:

Position in Club/Association:_____

Phone Number: _____

Email Address:

Date Reported:

If any significant delay in reporting this incident, please state reason(s):

Please provide details of any witness to the incident:

Name: _____

Membership Number (if applicable): _____

Phone Number: _____

Email Address: _____

Details of person completing this form (cannot be the injured person)

Name: _____

Position in Club/Association: _____

Phone Number: _____

Email Address: _____

Date Completed: _____

ONCE COMPLETED, THIS FORM SHOULD BE SENT TO PSPL.

Email to general@probussouthpacific.org or post to Probus South Pacific Limited, PO Box 1294, Parramatta NSW 2124.

On receipt of this form, PSPL will contact the injured person/s. For details of the coverage provided under the National Insurance Programs, please refer to the Club Administration section of Probus South Pacific website. If you have any questions about this form, please contact the PSPL Team.



PROBUS CLUB SURFCOAST ANGLESEA INC

CLUB No: 578650 District No: 9780

REGISTRATION FORM FOR OUTINGS AND/OR TOURS

DATE: March 2023 to February 2024

MEMBER'S DECLARATION:

I hereby apply to participate in the activities of the Club, which may involve outings and tours and in so doing, I agree that while participating:

- I understand that I am the person who is fully responsible for the state of my health and I undertake to do all that is necessary, so as not to place other participants under stress or duress or to put them in danger because of the state of my health or my behaviour.
- I hereby declare that to the best of my knowledge I am fit enough to undertake Club activities and agree to advise the Leader immediately should my state of health change.
- I hereby declare that I will only participate in activities where I am physically capable.
- I understand that any member or guest with a disability must have a carer/companion and I accept that it is not the role or the responsibility of the Club or a Club member to act as a carer.
- I understand that this declaration is effective from the date of signing for a period of twelve months.
- I understand that the Club publishes photographs of its members on its website and in its Newsletter to promote the Club and its events.
- I accept that the Club will imply that I have consented to the publication of such photographs, unless I personally inform the Secretary in writing that I do not consent to such publication.
- I understand that by completing this declaration that it in no way restricts or limits the insurance cover available to me, as a Club member, through the Probust National Insurance Scheme, whilst participating in a "recognised activity" of the Club.
- In the case of any accident, illness or emergency, please contact my next of kin.

Note: It is suggested that your contacts not be persons likely to regularly accompany you on Club outings and tours.

Contact 1:

Name: _____ **Relationship:** _____

Mobile: _____

Address: _____

Contact 2:

Name: _____ **Relationship:** _____

Mobile: _____

Address: _____

If there is any change to the above details, I will notify the Secretary immediately.

Privacy Statement – Information provided shall be kept private and confidential within the confines of the Probust Club and shall only be used in the event of an emergency.

MEMBER'S SIGNATURE: _____

PROBUS CLUB OF SURFCOAST ANGLESEA INC.

CLUB NUMBER 57865

VISITORS REGISTRATION FORM FOR ALL CLUB ACTIVITIES

Name of Activity: _____

Date: _____

Activity Leader(s): _____

PARTICIPANTS DECLARATION.

I hereby apply to participate in the above Activity and in so doing agree to the following points while participating in this Activity:

- I understand that I am the person who is fully responsible for the state of my health and I undertake to do all that is necessary so as not to place other participants under stress or duress or to put them in danger because of the state of my health or my behaviour.
- I hereby declare that to the best of my knowledge I am fit enough to undertake this Activity and agree to advise the Leader immediately should my state of health change.
- I hereby declare that I will only participate in activities where I am physically capable.
- In the case of any accident, illness or emergency please contact:

Name _____ Relationship _____

Tel: _____ Mobile _____

Address: _____

Privacy Statement:

Information provided shall be kept private and confidential within the confines of the Probus club and shall only be used in the event of an emergency.

Visitor's Name: _____

(Please Print)

Signed: _____ Dated _____

PROBUS CLUB OF SURFCOAST ANGLESEA INC.

CLUB ACTIVITY RISK ASSESSMENT PLAN (Implementation Notes)

Risk management involves assessing the risk of something detrimental occurring and minimising that risk wherever possible. Effective risk management assists in ensuring the safety of participants and, in turn, the success of Probus activities. Accordingly, the Club will take all reasonable steps to protect the health and well-being of their members/visitors at any Probus organised, managed, or sponsored activity.

Risk Management Process – recognising situations, which have the potential to cause harm to people or property, and doing something to prevent the hazardous situation occurring or a person being harmed.

Generally speaking, the following steps should occur when reviewing an activity:

- Step 1 Identify any potential risks associated with the activity – this is risk identification
- Step 2 Determine the level of risk i.e. high, medium or low – this is risk assessment
- Step 3 Agree on what actions should be implemented to either minimise or eliminate the risk – this is risk management

The Risk Assessment Proforma may be used to assist in this process.