



Probis Club of Breakfast Point

Risk Management Policy

General Statement:

The Breakfast Point Probis Club recognises the need to ensure the minimisation of the potential risks to members, visitors (and the public) 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 designated to provide for officers, committee and sub committee members and leaders of activities, outings and tours confidence in their administrative roles within the Club.

Nothing in this document is designed to (unreasonably) restrict the enjoyment of Member's or visitor's participation in the activities of the Club.

The purpose of this document 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 Sub Committee members, activity leaders or individual members.

Disclaimer

The Breakfast Point Probis Club Inc in no way claims this manual 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 (Members, Visitors and the General Public).

Whilst every effort has been made to ensure issues related to "Risk Management" within the Breakfast Point Probis Club Inc the Management Committee and the Risk Management sub Committee does not accept any responsibility for any errors or inaccuracies whatsoever within the document.

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Probis Club Inc shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.

Safety

Club Meetings

1. A First Aid Kit is available for use at all meetings

2. A record of all members, guests or visitors attending meetings is maintained including apologies.
3. All power leads, microphone cables and other fittings are properly secured or covered.
4. All persons' present are advised of the location of exits, evacuation assembly point and the procedures to be followed in the case of an emergency. (Possibly make such an announcement say once a year at the AGM and record in the minutes).
5. A list of emergency numbers is kept and maintained at registration desk at all times.
6. Normal/reasonably duty of care is undertaken and observed.

Food Service

1. 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
 - d. Review the location of hot beverage if children are at the meeting

Activities, Outings and Tours

1. There shall be a record of all members, guests and visitors attending, a tick against an attendee's name is sufficient
In the case where the event organiser is unable to attend at short notice, an alternate person with appropriate knowledge should be allocated to manage the event and/or activity on the day.
2. Some trips and outings may require participants to complete the registration form. Whether or not this form is completed does not affect the level of insurance provided under the National Insurance Program.
3. In some situations, the Tour or Activity Leader may feel it necessary to obtain a doctor's clearance and/or insist on a carer for certain members where it is apparent that the member may have difficulty participating.
4. 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 hired vehicle in the event of an accident. Refer to the Probus Club Handbook for further information.
5. Ensure Group Leaders are aware of the insurance coverage available under the National Insurance Program.
6. Any incidents/accidents/injuries are to be recorded and reported to PSPL for insurance purposes. A copy of the relevant form can be obtained from the Club Secretary or any member of the Committee

Finance

1. The Management Committee must approve all financial transactions made by the club and ensure that all payments are authorised by at least two persons in accordance with the Club's Constitution, Standing Resolutions and/or By-Laws.
2. Payments should only be made when there is appropriate supporting documentation such as an invoice.
3. The Treasurer may, with the approval of the Management Committee, delegate the collection of monies being paid by members and guests for club activities to the Leaders of such programs. However, there must be strict processes in place to ensure that the amount of monies being received by a Club is known at all times.

4. The Treasurer or a delegated officer of the Club, appointed by the Management Committee, may be authorised to bank Club monies. All Club monies should be banked within two working days as per the conditions of the Money Cover insurance provide by PSPL.
5. A record of all monies being received should be recorded by group leaders indicating payee, date and amount paid.
6. Any monies paid in cash should be counted by two people to ensure accuracy of payment.
7. Any free of charge offer or ticket which may be offered to the organiser by a third party should be applied for the benefit of all participants
8. A budget, setting out the anticipated income and expenditure, shall be presented to the Management Committee for approval annually. The budget should take into consideration capitation fees and magazine subscriptions set by PSPL.
9. If the Club holds assets such as a laptop computer or projector, an appropriate register should be maintained.

Record Keeping

Clubs are required to maintain records including minutes and financial reports for a minimum of 7 years. For insurance purposes, membership lists and attendance lists for activities should be retained for at least 13 months. Records may be stored in either printed or electronic form. However, if stored electronically there should be some safeguards in place to protect the information such as automatic back-ups or storage on a separate hard drive. As an added precaution, a copy of all electronically stored records could be provided to one or more members of the Management Committee.



Annual Registration Form For Outings and/or Tours

Probis Club of Breakfast Point Inc

Participants Declaration:

I (Name of Member or Visitor) hereby apply to participate in the activities of the Club which may involve outings and tours and in so doing 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 at risk, including putting them 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 Club should my state of health change.
- I hereby declare that I will only participate in activities where I am physically capable.
- I understand that it is not the role or responsibility of the Club or a Club member to act as a carer should I need one.
- I understand that it is my responsibility to advise the Club Secretary in writing of any change to this declaration.
- I understand that by completing this declaration that it in no way restricts or limits the insurance cover available to me as a member or visitor through the Probis National Insurance Program while participating in an approved activity of the Club.
- I understand that the Probis National Insurance Program does not provide coverage for illness and that I can access information about the coverage available under the program from the Club Administration section of the PSPL website or by contacting the Club Secretary.
- In the case of any accident, illness or emergency please contact my next of kin:

Name Relationship

Telephone/Mobile

Email

Members Signature: Date :.....

Visitor's Signature: Date:.....