



**Probussouthpacific**

## **Probussouthpacific Club of Marion**

# **Risk Management Plan**



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## Policy

The Probus Club Marion Inc. recognises the need to ensure the minimisation of the potential risks to Members and Guests, which may occur as a result of their participation in any Activity 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 or loss.

This policy recognises the responsibility of Management Committee, Officers, leaders of Activities and members to exercise their duty of care in the discharge their 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 the associated management plan is two fold:

1. To reduce the risk of loss or harm to the Members.
2. To assist Officers, Committee, Activity leaders and individual Members to plan and participate in any Activity of the Club with due care.



## Disclaimer

The Probus Club Marion Inc. in no way claims this Policy and associated Management Plan 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 Guests.

Whilst every effort has been made to ensure issues related to Risk Management within the Probus Club of Marion Inc. are addressed with due care, the Management Committee does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within in the document.

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Club Marion shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.

### Definitions:

The following terms including their plural used throughout this document shall have the meaning below.

Club - Probus Club of Marion Inc.

Officer - A Member elected to the Club Management Committee including for example Treasurer, Hospitality Officer

Member - Financial Members of the Probus Club of Marion Inc.;

Guest - Guests of Members, visitors and Special Ladies invited to attend an Activity

Activity - Activity, Outing and Tour;



## Risk Management Plan

### 1.0 Risk Management

The Management Committee should endeavour to address risks as follows:

- (1) Establish safe practices and protocols for day to day activities of the Club;
- (2) Risk assessment and management for all Activities shall be undertaken by the Activity organiser
- (3) Control the collection, storage and payment of moneys
- (4) Adhere to the Probus Club of Marion Inc. policies when recording, storing and forwarding any personal details of any Member or Guest.
- (5) Provide for an emergency response in the event of an incident.

### 2.0 Meeting Safety

#### 2.1 The Meeting Venue

The Management Committee should ensure:

- (1) Location of First Aid facilities is identified at all meetings;
- (2) A record of all Members and Guests attending is maintained and taken to the Assembly Point in the event of an Evacuation to verify that all Members and Guests have evacuated;
- (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. An Evacuation diagram for the Marion Sport & Community Club is attached. If assistance is required with Evacuation contact the Duty Manager;
- (5) A list of emergency numbers is kept and maintained and ;



## 2.2 Food Service

The Hospitality Officer should be responsible for:

- (1) Club managed food and beverage services.
- (2) Rosters for the setting up and the cleanliness of facilities.
- (3) Good hygiene practices undertaken and observed

## 3.0 Activities, Outings and Tours

The following guidance is intended to assist with assessment and advice to Members and Guests to minimise risks involved in any activity and provide records against which any future claim may be assessed.

- (1) An Officer shall manage an Activity approved by the Management Committee. The Officer may delegate any responsibility for an Activity to any Member.
- (2) Risks for any Activity involving third party providers may be assessed by the appointed Officer if considered necessary and advised at Management Committee meeting prior to sanction of an Activity.
- (3) At the start of each day or new Activity an Activity Briefing shall be given to all attendees by the appointed Officer.
- (4) Regular planned Activities require Activity Briefing to be given by the appointed Officer prior to commencement of an Activity.
- (6) A record of Members, and Guests attending any Activity is to be forwarded to the Secretary at the conclusion of the Activity.
- (7) Any incidents and accidents and injuries occurring during a club Activity are to be recorded and if necessary for insurance purposes be reported to PSPL.
- (8) The “Notice to Members and Guests Participating in Club Activities” below shall be displayed wherever bookings for an Activity are taken and at all General Meetings and distributed to participants when before any booking is accepted.



## 4.0 Handling of Money

The Treasurer should be responsible for:

- (1) The financial management of Club funds under the direction of the Management Committee.
- (2) The Treasurer may delegate the collection of monies being paid by Members and Guests for Activities to the leaders of such programs.
- (3) The banking of all collected monies within two working days in order to comply with the requirements for insurance cover.
- (4) The Committee must approve all financial transactions made by the Club and ensure that all payments are made by cheque carrying two authorised signatures.
- (5) The Committee shall ensure that no payments are made without evidence of the debt by way of invoice, voucher or receipt.
- (6) A register of the Clubs assets shall be maintained.  
*Cash based accounting system rather than an accrual system need not allow for depreciation of assets.*
- (7) A Budget, setting out the anticipated Income and Expenditure, shall be adopted annually.

## 5.0 Equipment

All equipment owned by the club should be kept in a safe and working condition at all times in that:

1. The Treasurer shall maintain an Asset register which includes records of purchase storage location and annual depreciated value.
2. Any equipment faults shall be notified immediately to the Management Committee with recommendations for repair or disposal as necessary by the Officer using that equipment.
3. All electrical equipment shall be tested and tagged by an authorised person not less than every two years.
4. Redundant equipment may only be disposed of after approval of the Management Committee.
5. All new equipment and supplies purchases must be approved by the Management Committee prior to any purchase agreement being entered into.



## 6.0 Data and Records

A register should be maintained by the Secretary of all club data files in electronic format including location, format, responsible Officer. A backup of all electronic records should be created every March and September and submitted to the Secretary.

Hard copies of any records such as for example meeting minutes, membership attendance lists, Activity records should be collated by the Secretary in March and stored in the Probus Club cupboard at Club Marion. Such records may be destroyed after three years.

All financial records should be collated in March by the Secretary and stored in the Probus Club cupboard at Club Marion. Such records may be destroyed after five years.

## 5.0 Forms

1. Notice to Members and Guests
2. Activity Briefing
3. Accident/injury/ incident report
4. Details of injuries sustained
5. Evacuation Plan Marion Sports & Community Club





## Notice to Members and Guests Participating in Club Activities

It is a condition of Probus Club Marion Inc that when you are participating in a Probus Club Marion Tour, Outing or Activity ( all referred to herein as “Activity”) you:

- Accept that you are the person who is fully responsible for the state of your health and you 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 your health or your behaviour.
- Acknowledge that to the best of your knowledge you are fit enough to undertake the Activity and agree to advise the Leader immediately should your state of health change.
- Acknowledge that you will only participate in activities where you are physically capable.
- Provide a next of kin contact details if you wish the Activity leader to contact them in the case of any accident, illness or emergency.

..... /...../.....  
President

.....  
Secretary



## Probussouthpacific Club of Marion Inc

### ACTIVITY BRIEFING

1. Welcome Members and Guests to Activity and outline of what the activity will involve including details of any precautions or limitations that may need to be observed by Members and Guests.
2. Set out what is expected to be achieved during the Activity including locations of start and finish of the Activity. Provide directions if any Member or Guest is unfamiliar with the locations nominated.
3. Explain how the Activity will be achieved including hosts and guides that may assist with the conduct of the Activity and, nominate the expected timings for the Activity.
4. Provide a contact number which may be called if a Member decides to leave the activity early, needs assistance or is lost.

***Emergency Response actions printed on reverse***



## EMERGENCY RESPONSE

### EMERGENCY PHONE

#### POLICE

**FIRE                      000    OR    FROM ANY MOBILE    112**

#### AMBULANCE

### IN AN EMERGENCY

#### KEEP CALM

#### RAISE THE ALARM

When Contacting Emergency Services let them know:

- Where the emergency is ( Street number, Street Name, Suburb, nearest cross street, State)
- What has happened
- What is being done
- Do not hang up without receiving instruction on how to proceed



**Probuss**

**PROBUS CLUB OF MARION INC.**

**ACCIDENT / INJURY / INCIDENT REPORT**



Tick one

Accident.....Injury.....Incident.....

Date of Accident / Injury /

Incident.....

Time of Accident / Injury /

Incident.....

Location of Accident / Injury / Incident

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Number of Persons present at Meeting/Activity/Outing/Tour

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Describe the activities of all parties involved at the time of the Accident/Injury/  
Incident

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Cause of Accident/Injury/Incident

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.....

Number of Persons Injured (if applicable).....

Was the Ambulance Service called? Yes No (please circle)

Was the Police notified? Yes No (please circle)

If yes by whom ?.....

At what time?.....

Name of Ambulance Officer in charge of treatment.....

Name of Police Officer in attendance.....

Police Station.....



Accident/Injury/Incident first reported to:  
 Name.....  
 Position within the Club.....  
 Home Address.....  
 Post Code.....  
 Home Phone ( )......  
 Mobile .....

Date Reported..... Time.....

If any significant delay in reporting event please state reasons  
 .....  
 .....  
 .....  
 .....

**Witnesses to Accident/Injury/Incident (at least two required)**

Name.....  
 Address..... Post  
 Code.....  
 Telephone..... Mobile.....  
 Name.....  
 Address..... Post  
 Code.....  
 Telephone..... Mobile.....

Accident/Injury/Incident referred to.....  
 for investigation into cause and subsequent remedial action on (date)  
 .....

Name of injured person(s).....

Details of injury:  
 .....  
 .....  
 .....  
 .....  
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 .....

Name of injured person(s) .....



Details of injury:

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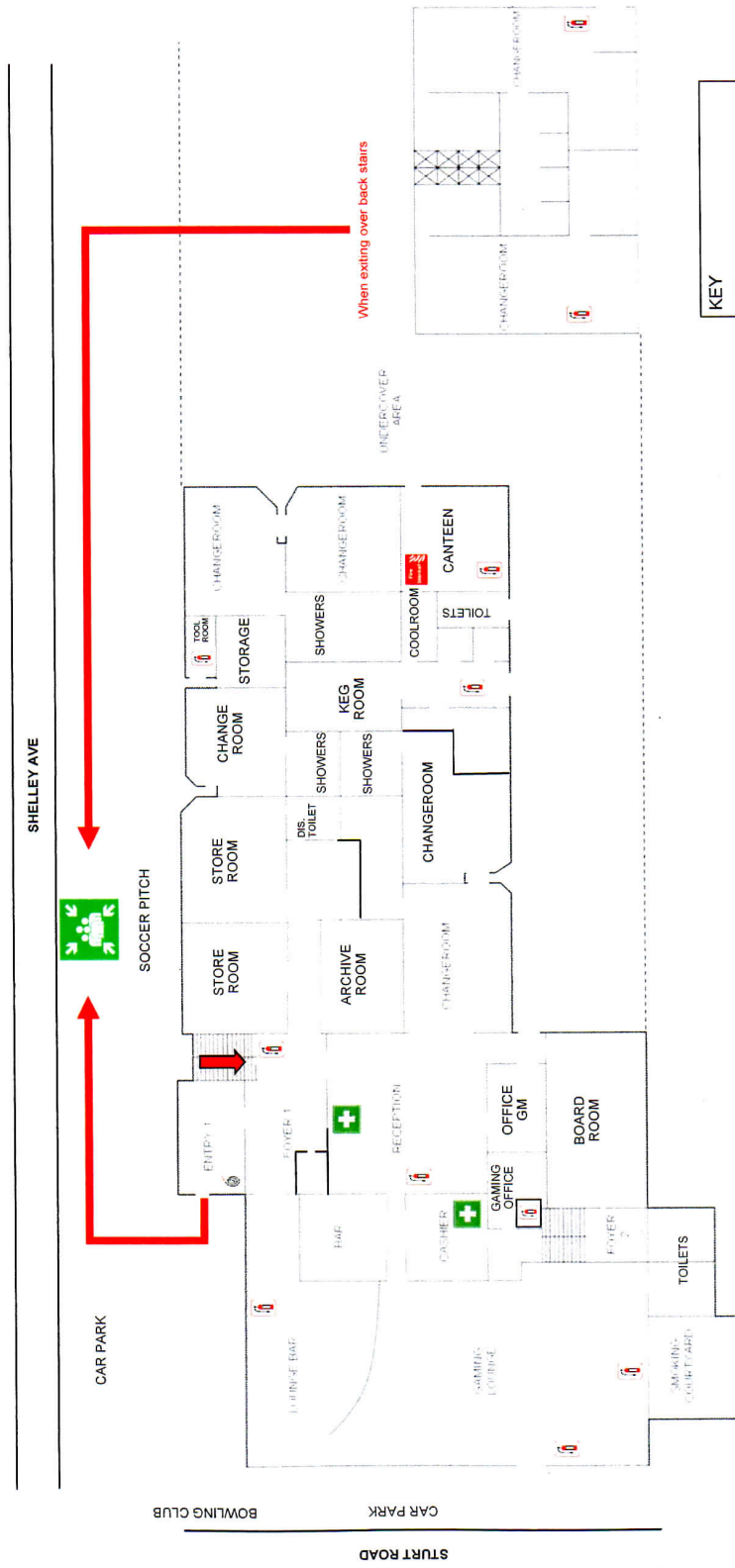
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## MARION SPORTS & COMMUNITY CLUB — GROUND FLOOR



KEY	
	Fire Extinguisher
	Fire Hose
	Fire Blanket
	First Aid Kit
	Assembly Area
	Exit Points

**In case of an Emergency (Fire, Police, Ambulance) - Dial: 000**

**Evacuation:**

- If the alarm is raised, evacuate the building by making your way to the nearest exit.
- Do not use the lift in case of a fire!
- Proceed to the Assembly Area as directed by Club Marion staff.

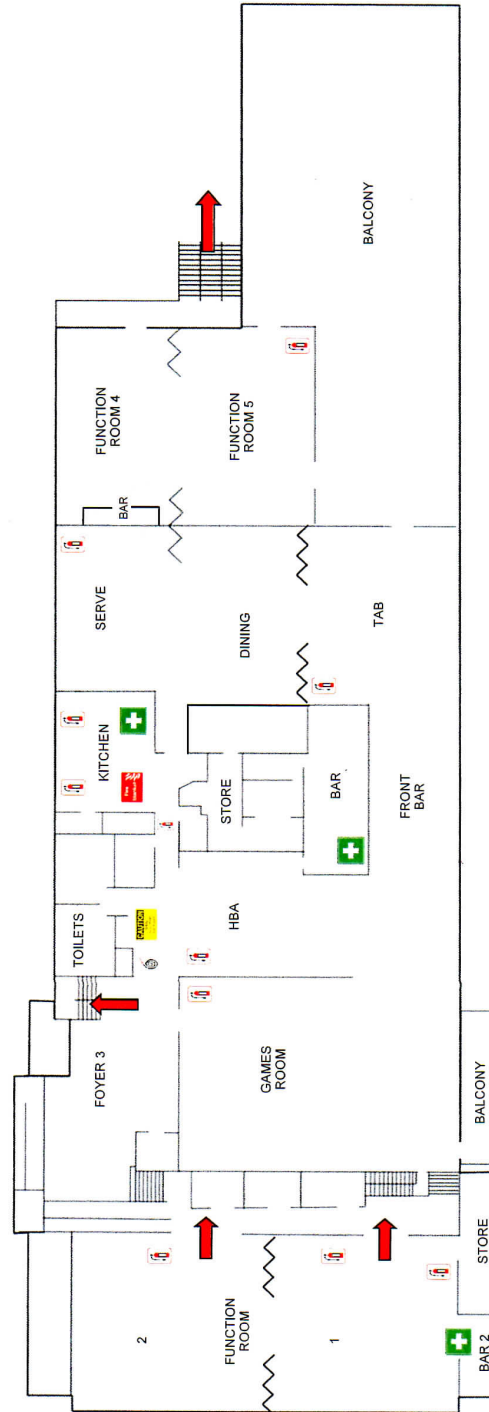
Evacuation Plan Marion Sports & Community Club

6/11/14





## MARION SPORTS & COMMUNITY CLUB — FIRST FLOOR



KEY	Symbol	Description
		Fire Extinguisher
		Fire Hose
		Fire Blanket
		First Aid Kit
		Switchboard
		Exit Points

**In case of an Emergency (Fire, Police, Ambulance) - Dial: 000**

**Evacuation:**

- If the alarm is raised, evacuate the building by making your way to the nearest exit.
- Do not use the lift in case of a fire!
- Proceed to the Assembly Area as directed by Club Marion staff.

Evacuation Plan Marion Sports & Community Club

6/11/14