



SYDNEY U3A RISK MANAGEMENT POLICY

Risk management or managing risk is about minimising danger. It is impossible to eliminate it but it is necessary to take all reasonable care.

- Electrical Cords: should be pushed against a wall, covered with a mat, or a chair placed over them so as to indicate their presence. Make sure that cords plugged into a power board are not tangled.
- Heavy Door: if it is not a security door then chock to open to allow easy access for the less-abled, or put a sign saying 'Heavy Door'.
- Doormat: ensure that it is in good repair, not worn or uneven, not curling at the edges causing people to trip over it.
- Clear Floor: ensure that the floor is free of obstacles that could cause tripping.
- Morning Tea: members should move along a line (in one direction only) and then place cups, spoons, tea/coffee, sugar, milk, biscuits, in a logical order so that the line keeps moving to the urn or kettle. Place garbage bin or receptacle for tea bags next to the kettle/urn. Members should then move away from the table to allow other members to continue in the line. It is preferable that one person operates the kettle/urn.
- Bush Walking: requires information about level of fitness, terrain, duration of walk, inclement weather, appropriate clothing, sunscreen, insect repellent, mobile phone coverage, a first aid kit should be carried by the leader. A disclaimer should be signed by the participant. Forms are available from Central Office.
- Accidents: are to be reported in triplicate, signed by the leader and the member and a copy to be sent to Central Office. If an accident occurs at a venue, the venue owner is to be notified and given one of the forms.
- Hygiene: ensure that hands are washed before serving morning tea. When using styrene foam cups, remove the cups from the bottom of the packet so as not to place hands inside the cups.
- Health Issues: be aware of members' health problems if possible, make sure that members' badges are worn and contain details of family contacts, allergies etc.
- Emergency Evacuation Plan: be aware of the venue's plan, know where the fire escape stairs are, do not use lifts, know the location of the assembly area. If bringing extra chairs into a room, do not place in any exit pathways. Appoint a fire warden when appropriate.

19 August 2011
(updated Nov 2018)