RISK MANAGEMENT CHECKLIST
FOR CLUBS AND ASSOCIATIONS

We acknowledge that Clubs and Associations are led by volunteers who want to help their members enjoy Probus fun, friendship and fellowship. However, in doing so, the risks associated in meeting that objective need to be considered.

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, Clubs and Associations should take all reasonable steps to protect the health and welfare of their members/visitors at any Probus organised, managed or sponsored activity. These activities include any event organised by a Probus Club or Association such as meetings, outings, tours, trips and interest groups.

Risk management does not have to be an onerous task. While each Club and Association is responsible for determining their own risks and how manage those risks PSPL has developed the following checklist to assist in the development of a Club or Association's Risk Management Policy.

Note that the checklist includes the more common areas of risk with some suggested actions. If you have answered no to any of the questions asked, consider the suggested actions as well as any other risks and actions that may pertain to the particular activity.

Note that MC throughout the checklist is a reference to the Management Committee.

This checklist should be reviewed in conjunction with PSPL's Risk Management Policy Guidelines for Clubs and Associations.

Meeting Venue

Venue Accessibility			Actions
Is the venue easily accessible by members and/or visitors? Consider: • Participants with mobility issues • Those travelling by public transport • Parking facilities If No, is there an alternative venue available either temporarily or permanently? Consider implications on Club and Association budget and members generally.	☐ Yes	☐ No	• Provide clear instructions to all participants on safest entry and exit points • Consider car-pooling options if public transport is not an option for some members • Consider alternate meeting day and time if more parking may be available at another day/time
Availability and Venue Space			**Actions**
Can the venue accommodate the Club or Association’s requirements? Consider: • Venue capacity if all members attend • Whether the seating in the venue is movable • Members with mobility issues If No, is there an alternative venue available either temporarily or permanently? Consider implications on Club and Association budget and members generally.	☐ Yes	☐ No	• Understand the terms and conditions of the venue hire and have procedures are in place that ensure compliance • Establish a process to review venue space before participants arrive e.g. are floors free of spills, rubbish, broken carpet or loose tiles • If seating has to be set up, there should be clear instructions on how to set up that includes for eg. power leads, microphone cables and other electrical fittings should be properly secured or covered. • Consider location of morning tea, lecterns, banners that minimise risk of injury
Entrance and Exit Points			**Actions**
Are there clearly marked entrance and exit points in the event of an emergency?	☐ Yes	☐ No	• Report any concerns with entry/exit signage to venue owner • Remind members of entry/exit points at start and end of activity • Ensure only approved entry/exit points are used

Members and Visitors

Attendance at General Meetings			Actions
Do you know who will be attending the meeting? Consider: • Process to understand attendance before and at meeting. • Consider other attendees by invitation only • Consider members who may need to be accompanied by a carer	☐ Yes	☐ No	• Remind members of who to advise of their apology if they are unable to attend • Ensure list of all attendees including visitors and guest speakers • Have a process in place to ensure pre-approval by the MC of any visitors which could include carers
Emergency Contact Information			**Actions**
Do we have up to date emergency contact information for all participants? Consider • Register of members • How to obtain information for visitors and/or guests	☐ Yes	☐ No	• Ensure a person is responsible for keeping the Register of Members is up to date with information • Remind members of their responsibility of keeping their emergency contact information up to date. This could be done via the Club's newsletter • Implement PSPL's Registration Form for Outings, Activities and Tours to obtain emergency contact information for participants that are not members
First Aid Kits/Defibrillators			**Actions**
For Clubs or Associations that choose to provide First Aid Kits and/or Defibrillators, is there a process in place that addresses ownership, maintenance and access of this equipment? Note there is no legal requirement to provide first aid kits and/or members trained in first aid, nor is there a requirement to supply defibrillators.	☐ Yes	☐ No	• Have a process in place to ensure first aid kit is fully equipped at all times • Determine who will be responsible for supplying the kit at activities along with a plan to supply if person not available • If intending to supply, consider having members trained in the administration of first aid

			• Consider information outlined in the Risk Management Policy guidelines with respect to defibrillators before purchasing

Privacy of Information

Collection of Information			Actions
Do we keep member and/or participant information secure? Consider: • Who has access to member information • Maintenance and storage of such information	☐ Yes	☐ No	• Only allow current MC members access to personal information • Establish a process to ensure previous MC members no longer have access. Remove previous MC members from distribution lists, write to previous MC members once term of office expires to advise that all information that they obtained while on the MC be destroyed • Password protect files to minimise risk of access by unauthorised persons • Change passwords for generic email addresses and any other software or devices used by the Club following any changes to the MC • Use ‘’bcc’’ when communicating with members
Members Consent			**Actions**
Does our Membership Application form have all the necessary consents that inform members what we will do with their information? Consider: • What information can be made available to other members • What information can be made available in the Club’s Internal Directory of Members, Newsletter and/or any other tool the Club has for promotion	☐ Yes	☐ No	• Consider using PSPL’s recommended Membership Application Form for all members that has all the necessary consents • Consider a reminder in the Newsletter on regular basis of the consents agreed to include use of images and photos • If publishing specific member information in an Internal Directory of Members, make sure members are aware of the use of the directory by clearing stating the purpose in the Directory itself and remind members to keep information secure

			• If publishing specific member information in a newsletter, ensure consent is obtained or consider producing a ''public'' version of the newsletter without that information i.e. birthday or email info

Meals

Food Handling			**Actions**
Does the current process for supplying of meals ensure good hygiene practices are in place?	☐ Yes	☐ No	• Establish a plan for food service and/or preparation that incorporates: - Venue's requirements in relation to food handling - Good hygiene practices - Use of personal protective equipment (PPE) - Use of disposable cutlery/crockery
Alcohol consumption			**Actions**
Is alcohol consumption permitted at activities? Consider: • Increased risk of injury • How members will be reminded of their responsibilities Note that there is nothing in the National Insurance Programs preventing the consumption of alcohol on approved Probus activities. However, there are general exclusions in the Programs for criminal acts e.g engaging in conduct while intoxicated such as driving a vehicle may be considered criminal and would therefore be excluded.	☐ Yes	☐ No	If alcohol is to be consumed during approved activities, the following actions should be considered: • Remind participants that they are responsible for their own behaviour which could be done through the use of PSPL's Registration Form for Outings, Activities and Tours. • Remind all participants that the consumption of alcohol can increase the risk of falls or accidents - encourage them to exercise caution and plan for how they intend to get home after the activity. This reminder could be in the material supplied for the activity, recorded in the minutes or included in the Newsletter • If the MC agrees to either subsidising or supplying alcohol, consider whether any specific restrictions should be put in place by applying a reasonable limit as to the amount subsidised/supplied

Activities

Risk Assessment			Actions
Is there a risk assessment process in place for all activities which include trips, outings and interest groups? While the risk will depend on nature of the activity, having a risk assessment plan in place will minimise the risk of injury and increase the success of the activity.	☐ Yes	☐ No	• Ensure that all activity organisers and co-ordinators understand that for insurance coverage, there must be an approval process in place for all activities • Establish an approval process that outlines all the information in relation to the activity that will allow the MC to approve it. This includes costs, location, transport and risk assessment. The risk assessment would include matters such as the plan in the event of inclement weather (for outdoor activities) and level of fitness level required to participate • Ensure approvals are appropriately recorded in MC minutes
Participation			**Actions**
Do you know who will be attending the activity? Consider: • Process to understand attendance • Consider members who may need to be accompanied by a carer	☐ Yes	☐ No	• Remind members of who to advise of their apology if they are unable to attend • Ensure list of all participants is provided to the activity co-ordinator including emergency contact information • Consider having a back-up co-ordinator in place if the appointed co-ordinator is unable to attend • Have a process in place to ensure pre-approval of any participants that are not members, including carers • Remind participants of their responsibilities eg. Must be able to participate physically and do not attend events when unwell. PSPL's Registration form for Outings, Activities and Tours can be used for this process

			• Consider a fitness level grading system that can help members understand the level of fitness required for certain activities
Bus hire or Carpooling			**Actions**
Is suitable transport available e.g. number of cars or buses or will car-pooling be required?	☐ Yes	☐ No	• Understand the terms and conditions of bus hire, particularly if excesses are payable in the event of an accident – consider travel insurance to cover any excess payable • Ensure persons providing cars for car-pooling understand that the National Insurance Programs do not provide coverage for damage to motor vehicles as this is covered by the vehicle's insurance and that the Club will not be responsible for any excess payable in the event of damage to a vehicle • seek assurance from the owner of the vehicle being used that the vehicle is in good roadworthy condition, appropriately registered and insured, and that the driver is suitably qualified to drive and has a current driver's license. This assurance can be in the form of an email confirmation

Finance

Account Signatories			**Actions**
Is there a process to ensure account signatories are kept up to date?	☐ Yes	☐ No	• Ensure that signatories are changed with the financial institution as soon as possible after a change to the MC by having the necessary forms from the financial institution ready prior to an AGM.
Confirmation of payment information			**Actions**
Do you confirm payment details before making payments? Consider that sophisticated scammers can intercept emails and change the payment information on an invoice to look legitimate. Care should be taken to ensure that any invoice or request for payment is genuine.	☐ Yes	☐ No	• Always confirm bank details verbally with any new providers that a Club is dealing with • For existing providers that change financial institutions, also confirm bank details verbally

			• Never process a payment to another member on a request by email, always confirm with the member verbally
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Money Handling			**Actions**
Does your Club have money handling processes that reduce the need for payments in cash/cheque? Consider that handling cash increases the risk of loss or theft. Similarly, cheque books can be stolen.	☐ Yes	☐ No	• Establish a plan to minimise incoming cash or cheques by: - Encouraging members to pay for trips, outings and activities and membership renewal via electronic banking - Considering use of cashless alternatives such as EFTPOS terminals either through your current bank or a new provider - Considering eliminating morning tea fees by including the cost of the morning tea in the annual membership fee • Implement electronic banking that requires two digital signatories for all outgoing payments

Technology

Email Communication			**Actions**
Is there a process in place to minimise the risk of emails being compromised	☐ Yes	☐ No	• Always use ‘bcc’ when sending emails to members, even if those emails are known to all those members • Remind members of their responsibilities on the use of email addresses when receiving emails from other members

			• Have a process in place that reminds MC members to destroy all email information in their possession if no longer on the MC
Club Email Address			**Actions**
Does your Club have generic email addresses in place for the MC?	☐ Yes	☐ No	• Consider establishing generic email addresses for each MC position as this minimises the risk of personal email addresses used in the public domain
Email/Phone Scams			**Actions**
Does your Club help members identify scams?	☐ Yes	☐ No	• As part of the induction process for new MC members, remind them that they should never trust an email or phone contact from anyone claiming to be from the bank, ATO or other reputable organisation. • Also advise that software should never be added to any device that will allow someone else to operate it, particularly for those MC members that have access to Club bank accounts • These reminders are helpful to all members and can also be included in the Club's newsletter. Help members understand scams by encouraging them to visit the following websites AUS: https://www.scamwatch.gov.au/ NZ: https://www.consumerprotection.govt.nz/general-help/scamwatch