

Garstang and District Probus Club

RISK MANAGEMENT POLICY

1. GENERAL STATEMENT:

- a) This policy was adopted by the members of the **Garstang and District Probus Club** at a General Meeting held on 6th November 2012
- b) The Club recognises the need to ensure there are a minimum of the potential risks to members and visitors, which may occur as a result of their general participation in the approved activities of the Club.
- c) It is important for the overall enjoyment of the Club that potential areas of risk within the Club Activities be identified and for preventative controls to be put in place if necessary to reduce, or minimise the possibility of injury.
- d) This policy is also designed to provide assurances for all Officers, and Leaders of Club activities, outings and tours to have confidence when performing their respective roles within the Club.
- e) Nothing in this Policy is designed to restrict the enjoyment for any Club Member or visitor while they are participating in any of the approved Activities, Outings or Tours.

2. THE PURPOSE OF THIS POLICY:

- a) To reduce the risk of injury to any Club member or visitor.
- b) To protect the club and its members in the event of Action being taken against the Club, it's Officers, and Leaders of Club Activities, Outings, Tours, any individual Club member or visitor to the Club

3. DISCLAIMER:

- a) The Garstang and District Probus Club ("The Club") 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.
- b) The document suggests a number of areas that should be covered in order that a safe environment may be provided for Members and Visitors.
- c) This Manual is provided on the basis that The Club shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.

4. RESPONSIBILITIES:

The Club Officers shall:

- a) Approve all Meetings, Activities, Outings, Tours, etc. that are being arranged under the name of the Club. The approval process should include a Risk Assessment and Management of the Meetings, Activities, Outings, Tours, etc. The minutes approving such Meetings, Activities, Outings, Tours, etc. should note:
 - i. The date of the Meeting or Activity
 - ii. A description of the Meeting or Activity
 - iii. The Club Member responsible for the Meeting or Activity
- b) Maintain a permanent Register of members, visitors and guests attending each Meeting or Activity. This Register is to be held with all permanent records of the Club.
- b) Ensure that all appropriate action is taken and a review is made of any Incident / Accident / Injury that involves the Club and report same to the Club Officers.
- c) Maintain a permanent Telephone Network of Emergency Contacts and other relevant information for each member of the Club. This information provided shall be kept private

and confidential within the confines of the Club and shall only be used in the event of an emergency.

d) Maintain a permanent Register of Incident / Accident / Injury Reports and documentation associated with each reported Incident / Accident / Injury. The Register is to be held with all permanent records of the Club.

5. SAFETY AND PROTOCOL AT MEETINGS

- a) Ensure all power leads, microphone cables and other fittings are properly secured and covered
- b) Adequate “Exits” and access to the “Exits” are available at the meeting venue
- c) A First Aid Kit is available for use at all meetings
- d) A record of all members, guests or visitors attending meetings is to be maintained. This record shall be completed prior to the commencement of the meeting.
- e) The permanent Telephone Network for Emergency Contacts for each member of the Club is available.
- f) Normal / reasonable duty of care is undertaken and observed.

6. SAFETY AND PROTOCOL FOR ACTIVITIES, OUTINGS AND TOURS

- a) Management of Activities, Outings and Tours – **Prior to the Event:**
 - i. A member of the Club should take responsibility for the management of each Activity
 - ii. Each Activity should be Risk Assessed (a form is attached to this document)
- b) Management of Activities, Outings and Tours – **The Event:**
 - i. Each Club Member and guest of the Club participating in the Activity must complete the applicable Registration Form (a form is attached to this document)
 - ii. Depending on the Risk Assessment the Leader should consider:
 - a. Put in place control measures identified. (I.e. warnings, etc.)
 - b. The need to take a First Aid Kit and other items to or on the Activity.
 - iii. At the conclusion of the Event the completed forms to be returned to the Secretary for retaining in a permanent file.
 - iv. If during the Event an Incident / Accident / Injuries occur, the Leader of the Event should:
 - a. Ensure that the health and well-being of the Club member/s is looked after at all times
 - b. Report the Incident / Accident / Injury to the Secretary and advise the necessary action to be taken
 - c. Complete an Incident / Accident / Injury Report Form and submit it to the Secretary

7. ACTION TO BE TAKEN IN THE EVENT OF AN INCIDENT / ACCIDENT / INJURY:

- a) **By the Club Officers** - Immediately being advised of an incident an Officer of the club or the member organising the Activity is to ensure that:
 - i. Safety measures are taken to avoid further injury / damage to persons or property.
 - ii. Emergency services are called, if required. If called, ensure that names and details of attending officers and action taken by them are recorded.
 - iii. Take appropriate action until the Incident / Accident / Injury has been finalised
 - iv. All relevant information is to be collected for the completion of the Incident / Accident / Injury Report
 - v. Complete the Incident / Accident / Injury Report and submit it to the Secretary

- a) At the next meeting the Officers of the club should review the Incident / Accident / Injury Report and ensure that all reasonable information has been submitted
- b) The Incident / Accident / Injury should be recorded in the minutes of the next meeting
- c) The Club should not admit liability or take any responsibility in regard to the Incident / Accident / Injury.
- d) Any documents associated with the incident must be held in the permanent documents of the Club
- e) If the Incident / Accident / Injury results in a claim against the Club or an insurance claim the matter should be directed to the Secretary.
- f) Direct any Legal or Insurance Claims to the Insurers.
- g) **By the Injured Persons or Owners of Damage Property**
 - i. Provide information to the Club to enable an Incident / Accident / Injury Report to be completed and submitted to the secretary.