

Garstang and District Probus Club

RISK MANAGEMENT POLICY

Forms

Registration Form for Outings and Tours

Registration Form for Activities

Incident / Accident / Injury Report – Parts 1 and 2

Risk Management Policy Guidelines

Risk Assessment Form

Garstang and District Probus Club

Registration Form for Outings and/or Tours

Outing/Tour Destination _____

Date: From _____ To _____

Outing/Tour Leader(s) _____

PARTICIPANTS DECLARATION:

I hereby apply to participate in the above Outing/Tour and in so doing agree that while participating on the above Outing/Tour:

- 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 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 this Outing/Tour and agree to advise the Leader immediately should my state of health change.
- I hereby declare that I will only participate in activities where I am physically capable.
- It would be helpful if members who have mobile telephones bring them to facilitate communications, especially in the event of an emergency.
- In the case of any accident, illness or emergency please contact my next of kin:

Name _____

Relationship _____

Tel: _____ Mobile _____

Address: _____

Information provided shall be kept private and confidential within the confines of the Probus club and shall only be used in the event of an emergency.

Signed _____

Dated _____

Garstang and District Probus Club
Incident / Injury / Accident Report – Part 1

(Report to be completed by member in charge of the Meeting or Activity)

DETAILS OF INJURIES SUSTAINED

(add additional pages if more than 4 persons are injured)

Name of Injured Person (1)

Details of Injury:

Name of Injured Person (2)

Details of Injury:

Name of Injured Person (3)

Details of Injury:

Name of Injured Person (4)

Details of Injury:

Garstang and District Probus Club
Incident / Injury / Accident Report – Part 2

Report to be completed by member in charge of the Meeting or Activity

Please circle one: Incident Accident Injury

Date of Incident / Accident / Injury: Time of Incident / Accident / Injury:

Location of Incident / Accident / Injury:

Number of persons present at Meeting / Activity / Outing / Tour:

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

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Cause of the Incident / Accident / Injury:

Number of persons injured (if applicable):

Was the Ambulance Service called? Yes / No Were the Police notified? Yes / No

If yes, by whom and at what time?

Name of Ambulance Officer in charge of treatment:

Name of Police Officer/s in attendance: Police Station:

Incident / Accident / Injury first reported to:

Name Position within Club:

Date / Time Report Made:

If any significant delay, please state reasons:

Witnesses to Incident / Accident / Injury. (At least two required, if possible)

Name: Name:

Address: Address:

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Post Code: Post Code:

Email address: Email address:

Telephone: Telephone:

Mobile: Mobile:

Incident / Accident / Injury referred to:

(For investigation into cause and subsequent remedial action)

Garstang and District Probus Club

RISK MANAGEMENT POLICY GUIDELINES

These guidelines have been prepared to assist Club Officers and Organisers of Outings, Tours and Activities to adhere to the Club's Risk Management Policy that was adopted by the Club

Failure to follow the suggested Guidelines and the Policy may cause concerns in the future in the event of an incident and legal action being taken.

The KISS (Keep It Simple Stupid) rule should apply at all times.

The Club Officers, Organisers of Activities, Club Members and Visitors have a "duty of care" towards each other at all times when they meet. This "duty of Care" principle is paramount in the event of a legal action taken resulting from an incident.

1. Guidelines for: Officers, Organiser of Activities, etc.:

- a) In compliance with the Risk Management Policy ascertain from the Management of the venue of the place of the Meeting the venue's procedure for evacuation in the case of an emergency.
- b) At the start of every meeting, advise all those who are attending as follows:
 - i. Location of emergency exits (pointing to the relevant doors)
 - ii. Venue's procedure for evacuation
 - iii. Location of the meeting place if the evacuation is required

2. Guidelines for: Club Officers

- a) All Meetings, Activities, Outings and Tours that are arranged or operating under the name of the Club MUST be approved by Club Officers. The approval should be noted in the minutes noting as follows:
 - i. The date of the Meeting or Activity
 - ii. A full description of the Meeting or Activity
 - iii. The Club member responsible for the Meeting or Activity
 - iv. Whether Risk Management matters have been noted in regard to the Meeting or Activity
- b) The Officers may every 12 months at the AGM (the first meeting with a new President) approve for the following 12 months, passive Activities where there is low Risk Management, and would normally include normal regular monthly meetings and special lunches.
- c) If an Incident / Accident / Injury occurs during an activity the leader of the activity is required to submit an Incident / Accident / Injury Report

3. Guidelines for: Leaders of Activities, Outings, Tours

- a) Risk Management assessments must be considered for all Activities that the Club participates in. Leaders should liaise with the Officers if they have any concerns.
- b) Leaders should ensure that the Club Officers have approved the Activity.
- c) Leaders of Activities must have Club members complete the "Registration Form for Activities". The prime purposes of the form are:
 - i. Registration of persons attending the event on that particular day and time.
 - ii. Highlighting the responsibility that each member and visitor has towards their own safety.
 - iii. Identification of risks and hazards from the risk assessment to those taking part in the Activity.
- d) At the completion of the Activity, the "Registration Form for Activities" should be given to the Secretary for safe keeping; the form may be required in the future as evidence.
- e) If an incident, accident or injury occurs an "Incident / Accident / Injury Report" form should be completed and submitted to the Secretary.

Garstang and District Probus Club RISK ASSESSMENT FORM

Compiled by:		Date:	
Description of Task:			

Is there a hazard associated with this task? YES / NO (If 'no', assessment is complete. If 'yes', please continue).

No	Risk or Hazard	Control Measure

On completion of this form, please pass to the Secretary