8. U3A Benalla Inc. - Policy Guidelines
Risk Management (approved 9th April 2026)

Introduction

1. U3A Benalla Inc. recognizes its responsibility to manage any identified risks associated with activities that are undertaken by U3A. In accepting this responsibility U3A relies on the good will and common sense of its members and visitors in supporting U3A's efforts to minimize risks and promptly report issues of concern.
2. U3A conducts courses and activities over a wide geographic area. Locations include:
   - At the Benalla Seniors and Community Centre, 18 Fawckner Drive, Benalla. This building is used by members ofU3A Benalla, the Benalla Senior Citizens, The Benalla Bridge Club and the Benalla Social Dance Group. U3A does not have any ownership of this building and responsibility for risks associated with the structure, infrastructure, services, etc. is a matter for the building owners, the Benalla Rural City Council.
   - Some U3A courses are conducted outdoors, such as Easy Walks and Birdwatching. At times it may be necessary for members to walk in public areas and to arrive at these locations using public or private transport.
   - U3A Benalla uses the Hub at Cooinda, Kilfeera Road Benalla for Singing for Fun and Community Singing on a Thursday morning. This facility is owned by Cooinda.
   - Wine Appreciation group members travel to Wineries throughout Northeastern Victoria.
   - From time to time, U3A arranges events at other local facilities which are regularly used by members of the public (e.g. Chat'n'Chew lunches.)

3. It is assumed the members are responsible for their own actions in travelling to and from activities and that members take appropriate care when undertaking activities.
4. For instance, individual Convenors may give advice to members on various matters and will do so, normally at the start of a course. But it is not a Convenor's role to 'police' members. An example may be the wearing of appropriate clothing, footwear and weather protection for outdoor activities.

Purpose

5. The purpose of this document is to identify potential risks to U3A Benalla Inc. and its members and to document U3A's approach to managing identified risks.
6. This document is a policy guideline and is consistent with:
   - The U3A Network Victoria Rules & Constitution amended December 2013.
   - The Associations Incorporation Reform Regulations 2012.
7. The document is also to be read in conjunction with other U3A policy documents including, but not limited to:
   - U3A Bullying Policy
   - U3A Code of Conduct Policy
   - U3A Grievance Policy

- U3A Health and Safety Policy
- U3A Privacy Policy
- U3A Sexual Harassment Policy
- U3A Anti-Discrimination Policy

Policy

8. U3A Benalla Inc. acknowledges its duty to provide a safe environment for its members and volunteers and a reliable development path for the organization.
9. U3A Benalla Inc. will institute procedures that will, as far as possible, minimize the incidence of risk and mitigate the impact of any risk that eventuates.
10. For the purposes OH& S policy 'risk' is defined as the probability that an occasion or event will arise that presents a danger to our organisation, members or volunteers. This policy encompasses, but is not limited to physical, financial, reputational and legal hazards.
11. U3A Benalla Inc. encourages all members to be mindful of risks, and potential risks, to themselves or others and calls upon members to promptly report all risk-related matters to Convenors and/or the Committee Secretary.
12. Risks to be managed by U3A Benalla Inc. in the context of this policy include risks of:
    - Physical injuries to members, volunteers and visitors while participating in U3A activities and/or attending U3A Benalla Inc. premises.
    - Loss of, or unauthorised access to members' personal information and related data held by U3A Benalla Inc.
    - Breach of any premises owned, rented or occupied by U3A Benalla Inc. resulting in damage or theft to property or chattels.
    - Fire, or other natural events, leading to personal injuries and/or property damage.
13. Potential hazards to the physical safety of members and volunteers and procedures for maintaining a safe operating environment for U3A activities are documented in U3A Benalla t:nc.'s Health & Safety Policies.
14. Risks to the privacy of members and volunteers due to loss or misuse of personal information, or breach of records security and procedures for safeguarding privacy, are documented in U3A Benalla Inc.'s Privacy Policy.
15. Risks to the financial standing and assets of U3A Benalla Inc. and procedures for sound financial management and control may be documented, if considered necessary by the Management Committee, in a separate policy statement and associated procedures.
16. Risks will be managed by the whole Committee of Management, or by a volunteer Risk Management Officer, if one is appointed by the Committee.

Procedures

17. Buildings owned (if any), rented or occupied by U3A Benalla Inc., together with furniture, equipment and other chattels, will be safeguarded. The Committee of Management will:
    - Control access to keys and/or access codes to buildings, and to secure storage within buildings.
    - Maintain an accurate and up-to-date register of persons who hold keys/access codes, and/or have access to secure storage.
    - Appropriately and adequately secure valuable items, especially valuable portable items, against theft or damage in accordance with insurance coverage (where

applicable)

- Recording all valuable items in U3A Benalla Inc.'s Asset Register and storing the Asset Register in U3A Benalla Inc.'s records management system.

18. Where U3A Benalla Inc.'s property is stolen or damaged due to vandalism, burglary or attempted entry, the damage will be photographed, reported immediately to Victoria Police.
19. To safeguard against injury or damage resulting from fire, or other natural event, and to mitigate impact:
    - fire extinguishers will be installed in each room and maintained in accordance with appropriate standards.
    - smoke alarms will be installed in each room and maintained in accordance with appropriate standards.
    - emergency evacuation areas are displayed in the Auditorium of the Benalla Seniors and Community Centre outside the small kitchen area. Evacuation of the building will be through the front door, the side door and the double doors in the Auditorium directly south of the U3A Room 1.
    - emergency exits will be identified by prominent signage.
    - **(Note that responsibility for physical risk measures rests with the building owners)**
20. An assessment of the following risks was made by the U3A Benalla Committee on 12th March 2026:
    - Risk of Personal Injury of members by falls or trips – Medium
    - Risk of losing money owned by U3A Benalla – Low (due to no money kept at Benalla Seniors & Community Centre)
    - Risk of losing equipment by theft or loss - Medium

Responsibilities

21. U3A Benalla Inc.'s Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.

Authorization

22. This policy was adopted by the Committee of Management of U3A Benalla Inc. on 9 April 2026.
23. This policy will be published by the Committee of Management of U3A Benalla Inc. on its website.