

Risk Management

In the interest of members, guests and visiting probians it is recommended that clubs identify and manage risks to avoid injury or damage to property.

Implementation of Risk Management procedures is simply common sense documented that will improve safety and prevent injury that may be detrimental to the health and well being of Probus members and guests involved in Probus meetings and activities.

Risk Management should not be seen as an imposition or extra workload, but will, when applied effectively, ensure a safe environment for your Probus members and guests.

Risk Management Process – recognising situations, which have the potential to cause harm to people or property, and doing something to prevent the hazardous situation occurring or a person being harmed. **Basically identify, access and control.**

Please adapt the following steps to meet your individual club requirements:

- Step 1 Identify the problem which is known as *hazard identification*.
- Step 2 Determine how serious a problem it is, know as *risk assessment*.
- Step 3 Deciding what needs to be done to solve the problem – *risk elimination or control*.

An example:

Probus club of XYZ have organised a 'Picnic in the Park' at Rotary Oval. Members and guests have been invited and are asked to meet at 11.00am at the 'Pavilion' across the pebbled pathway that leads to the duck pond. Bar-be-que facilities are available.

Car-pooling is recommended.

Step 1 – Hazard Identification – start by asking “What if.....?”

- Consider past incidents or accidents (review what went wrong to create the situation)
- Consider safety issues
- Check the venue – look and listen at what is happening at the venue
- Check signage or instructions
- Think creatively about what could happen if something went wrong.

Step 2 – Risk Assessment – How do you determine what harm can be caused?

- Once a hazard has been identified – determine how likely someone could be harmed by the hazard or circumstance and how serious the situation could develop.
- A problem may be obvious or it may develop through circumstance
- Identify what you need to do to eliminate or minimise the risk and decide which control option is appropriate given the degree of risk.

Step 3 – Risk Elimination or control – How do you decide the best way to remove or reduce the risk?

- Having identified the risk - act to prevent the risk
- Remove the cause or lessen the risk to the lowest possible level.

The Risk Management Work Sheet and procedures is for your clubs consideration.

05/03

This list is not comprehensive and organisers should access each event and activity for specific risks. Please check with your state/territory authority for regulations.