

# Probus Club of Templestowe Valley (Inc)

## Guidelines for Risk Management

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### Objectives of Guidelines:

- Identify Hazards applicable to Probus Club Members eg. what can happen and how can it happen?
- Assess the risks and likelihood of occurrence and severity of consequences.
- Plan to fix or control the risk by. identifying options; selecting the best response; developing risk control plans; and implementing them.
- Monitor and perform audits, review incident reports, and have periodic discussion with members when appropriate.

### Hazards Identified:

#### Meeting Hall.

- Use of stairs to stage area to be encouraged. and consider representation be made to the hall owner, Manningham Council to install a second outside handrail.on the outside of the stairway
- Microphone and electrical cords running across the floor should be taped to the floor to minimize the possibility of trip/fall.
- Check electrical extension cords are maintained in a safe condition.
- Lifting of Tables – two persons per table.
- Lifting of Chairs – one chair per person or two persons per stack.
- Use of ladders – always two persons i.e. one using and one to steady
- Kitchen area – urns and boiling water. Urns not to be lifted when containing water and water to be carried to them when being filled. Spilled water to be mopped immediately to eliminate slip hazard.
- Use of chemicals – users to be aware of any harmful effects.
- Medical emergency. Ambulance to be called at once. By dialling 000 or 112 on mobile, and ask for the Ambulance.  
Assistance and care to be given until the Ambulance arrives.
- Emergency evacuation of the hall – Marshalls are to be nominated who will oversee and direct evacuation of the hall to a designated meeting point on the oval where a head count is to be made. The Marshalls will also advise when it is safe to return.

#### Outdoor Activities.

- Leaders and/or organisers should be aware of any possible hazards such as steep inclines, uneven and unsafe pathways etc.  
The activity or venue should offer a “Safe Environment” for participants.
- Areas of possible hazard or danger should be brought to the notice of participants.
- Walkers to be encouraged to wear suitable footwear.
- Car Use – there should be a designated driver who should remain alcohol free during excursions i.e. Zero Tolerance. The driver must have a valid licence and the vehicle must have current up to date registration.
- Coach Travel – Assistance be available for people entering and exiting the coach.
- Golf – Hazards to be identified

#### Recommendations:

- All Incidents /Accidents to be reported to Club Secretary as soon as possible and the appropriate Incident/Accident reports are completed.
- A Safety Officer to be appointed to carry out audits and ensure identified and non-identified hazards are monitored.
- A First Aid Kit is available at Club Meetings and Outdoor Activities.
- A Risk Management Document is archived as our advice is that Insurance Companies do look favorably on premiums if such a document is in place.