

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Risk Management

PURPOSE:

The of this Risk Management/ Control system is to outline some simple checks that when carried out will help to ensure that Probus members attending Probus meetings and activities will do so in a safe and healthy environment. In addition, this may help with any future & possible insurance claim.

It is suggested that organisers of Probus activities familiarise themselves with this checklist so it can be implemented when appropriate and at any time.

Checklist to minimise potential risk:

- Are First Aid kits available?
- Are there any parking restrictions?
- A record of members/visitors/guests attending the activity should be available.
- Identify possible hazards! e.g.
 - i. Foot paths, are they rough / smooth, any trip hazards?
 - ii. Stairs, are handrails available?
 - iii. Check availability of toilet facilities.
 - iv. Is the area well lit?
 - v. Any loose power leads, electrical fittings etc., should be made safe.
 - vi. Any moving hazards, e.g. operating equipment?
 - vii. Any confined spaces?
 - viii. Any need for safety equipment, e.g. hard hats?
 - ix. Any signage that needs to be seen?
 - x. Any other restrictions that we must make persons aware of!

NOTE: When an accident, injury, incident occurs, there may be a need to complete an Injury Report.

Date of Management Committee confirmation of policy:

November 2017

Who to action:

Activities Convenor and all Committee