



Risk Management Policy

1. Purpose and Scope

The Probud Club of Cabarita and Breakfast Point Inc. is committed to providing a safe and enjoyable environment for members and visitors participating in approved Club activities.

This Policy establishes a framework to identify, minimise and manage risks associated with Club operations and activities while promoting the wellbeing of members and protecting the Club, its officers, volunteers and members.

This Policy applies to all **approved Club meetings, activities, outings and tours** conducted under the authority of the Club.

Activities or tours that are advertised for information only and are **not approved Club activities** are outside the scope of this Policy.

2. Policy Statement

The Club will:

- take all reasonable steps to minimise risks to members, visitors and volunteers;
- encourage a culture of safety and shared responsibility;
- comply with relevant legislation and the Constitution of the Club;
- maintain appropriate records relating to incidents and accidents;
- review this Policy periodically to ensure it remains current and effective.

Nothing in this Policy is intended to restrict members' enjoyment of Club activities. Rather, it seeks to ensure activities are conducted safely and responsibly.

3. Disclaimer

This Policy provides general guidance for managing risk within the Club. It is not intended to address every circumstance or potential hazard that may arise.

While every reasonable effort has been made to develop appropriate procedures, the Club cannot guarantee the elimination of all risks associated with participation in Club activities.

Members participate in Club activities at their own risk and are expected to exercise reasonable care for their own health, safety and wellbeing.



4. Meetings and Club Functions

The Management Committee will ensure that reasonable safety measures are in place at all Club meetings and functions.

These include:

- A suitably stocked First Aid Kit being available.
 - Attendance records being maintained for members, visitors and guests.
 - Electrical leads and equipment being safely positioned or secured.
 - Members being advised of emergency exits, assembly points and evacuation procedures where appropriate.
 - Emergency contact numbers being readily available.
 - Reasonable duty of care being exercised by Committee members and volunteers.
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5. Hospitality

The Hospitality Officer is responsible for Club-managed food and beverage services and will ensure:

- appropriate food hygiene practices are followed;
 - food preparation and serving areas are maintained in a clean and safe condition;
 - volunteer rosters are organised for set-up and pack-up; and
 - any venue food safety requirements are observed.
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6. Activities, Outings and Tours

Approved Club activities are managed by the appointed Conveners or Activity Leaders under the oversight of the Management Committee.

Conveners are responsible for:

- maintaining attendance records for members, visitors and guests;
- communicating relevant information about the activity, including meeting locations and emergency contact details where appropriate;
- reporting any accident, injury or incident to the Management Committee as soon as practicable;
- ensuring incident reports are completed for insurance purposes where required.

Member Responsibility

Members are responsible for determining whether they are medically fit and physically capable of participating in an activity.

Activity notices should include information about:



- the level of walking or physical activity involved;
- terrain or accessibility issues;
- any known risks or special requirements;
- whether participants require an appropriate level of mobility or fitness.

Members with medical conditions or mobility limitations should carefully consider whether an activity is suitable and seek medical advice where appropriate.

The Club reserves the right to decline a member's participation in an activity where there are reasonable concerns for their safety or the safety of others.

7. Incident Reporting

Any accident, injury or significant incident occurring during an approved Club activity must be:

- reported as soon as possible after the incident occurs;
- reported to the Activity Leader or Committee representative;
- recorded on the Club's Accident/Incident Report Form; and
- reported to Probud South Pacific Limited (PSPL) where required for insurance purposes.

8. Financial Management

The Treasurer is responsible for the management of Club funds in accordance with the Club Constitution and Committee directions.

The Treasurer will ensure:

- Club monies are deposited into the Club's bank account within two working days wherever practicable.
 - Collection of activity payments may be delegated to Conveners or Activity Leaders, with all monies promptly forwarded to the Treasurer.
 - All expenditure is supported by appropriate documentation such as invoices or receipts.
 - Financial records are maintained accurately.
 - A register of Club assets is maintained.
 - An annual budget is prepared and approved by the Management Committee.
 - Financial records will be subject to the annual review or audit required under the Club Constitution.
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9. Governance and Other Risk Matters

The Management Committee will monitor and manage risks associated with:

- governance and operational practices;
 - privacy obligations;
 - insurance requirements;
 - safeguarding Club assets;
 - compliance with relevant legislation and Probud South Pacific Limited guidelines.
 - Cyber security and protection of electronic records.
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10. Related Documents

- Membership Policy
- Travel Policy
- Outings Policy
- Interest Group Policy
- Incident Report Form

11. Policy Review

This Policy will be reviewed at least every three years, or sooner if legislative, insurance or operational changes require amendment.

Approved by Management Committee: _____ **21/8/2026** _____

Appendix A

Accident / Injury Incident Report Form

The Club will maintain a standard Accident / Injury Incident Report Form to record incidents occurring during approved Club meetings or activities.

Completed forms will be retained by the Secretary and referred to the Management Committee and PSPL where required.

Version History

Current (this version)	Date Adopted	Next review date
2.0	July 2026	July 2029

Previous versions

1.0	2014	
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