



## U3A Wynyard

## Risk Management Approach

### Overview

An incident in a kayaking course in early 2017 drew our attention to the fact that U3AWynyard did not have a Risk Management strategy, although we had been in operation for nearly two years at that time.

Our approach in developing a Risk Management strategy was guided by notes from the U3A National Network (EXPLANATIONS OF CERTAIN ASPECTS OF U3A PUBLIC LIABILITY) which say, in part:

*Members, committee, tutors, volunteers and members of the public may make a claim for injury on a U3A but must prove that the U3A concerned has been negligent.*

To take reasonable precautions to prevent or minimise liability, our goal was to have in place a clear, accessible approach to risk management that was communicated in a simple, light-handed, non-bureaucratic way to our tutors and participants.

These are the steps we took to achieve that goal.

- **Remind everyone of his/her responsibility for personal safety**

We communicated this message by amending 3 key documents: the membership, medical and enrolment forms. Each form now requires members to indicate they accept responsibility for personal safety. In addition, in the early stage of course development, tutors are asked to identify any likely hazards which may arise from their activities. If the course/class is deemed high risk, eg excursions, kayaking, using electric tools, a U3AW c'tee member will help with a risk assessment.

- **Research existing U3A Risk Management models (state, national and international)**

Very few U3As (and some community organisations) we contacted/researched had developed a Risk Management strategy. The ones we were able to review seemed overly bureaucratic and not particularly user-friendly.

- **Develop a Risk Management approach**

We developed a Risk Management Register containing simple procedural guidelines, a user-friendly risk assessment form and an incident report form. Completed, signed, hard-copy Risk Assessments and Incident Forms are stored in the Register.

- **Review regularly**

Our overall Risk Management approach is under regular review. Recent changes include amendments to the Risk Assessment document and to the Course Proposal form.