GLENHAVEN PROBUS CLUB INCORPORATED

RISK ASSESSMENT PLANS

These plans should be read in conjunction with *Standing Resolutions Appendix 3 – Risk Management Policy*, Specifically, Clause 4.3(a)(iii) requires that *"each activity should undergo risk assessment when the Activity Proposal Form is submitted"*. The plans will not form part of the Standing Resolution, enabling them to be modified, if necessary, should a risk arise.

Conditions for undertaking all activities: Participants are to sign the sign-on sheet agreeing to the conditions for the activity, including their fitness to undertake the activity, and that they are carrying their completed medical card. Participants need to notify the organiser if they intend to leave the activity early.

BOOK CLUB

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces to gain entry to premises. Take care when moving around chairs and tables. Hold onto handrail when using stairs, proceed slowly and carefully when no handrail is available. Use a torch to see your way if lighting is too low or absent

BRIDGE GROUP

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces to gain entry to premises. Take care when moving around chairs and tables. Hold onto handrail when using stairs, proceed slowly and carefully when no handrail is available. Use a torch to see your way if lighting is too low or absent

BUS TRIPS

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces from your car to the bus. Hold onto handrail when using stairs, proceed slowly and carefully when no handrail is available. Use a torch to see your way if lighting is too low or absent. Carefully ascend the stairs onto the bus. If a bus is equipped with seatbelts, it is mandatory that the belt be fastened.
Bus Hire	Understand the terms and conditions of bus hire, particularly if excesses are payable in the event of an accident – consider travel insurance to cover any excess payable.
Consumption of Alcohol	If alcohol is to be consumed during approved activities, remind participants that they are responsible for their own behaviour through the use of PSPL's Registration Form and the Attendance sheet for Outings, Activities and Tours.

CARD GROUPS

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces to gain entry to premises. Take care when moving around chairs and tables. Hold onto handrail when using stairs, proceed slowly and carefully when no handrail is available. Use a torch to see your way if lighting is too low or absent

CRAFT GROUP

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces to gain entry to premises. Take care when moving around chairs and tables. Hold onto handrail when using stairs, proceed slowly and carefully when no handrail is available. Use a torch to see your way if lighting is too low or absent
Injury caused by equipment used	Take care when using craft equipment. Use first aid on injury and if considered necessary, seek medical attention
Morning or afternoon tea (hot water)	Take care when handling hot cups of tea or coffee to prevent scalds

CROQUET

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces in the carpark and along pathways to gain entry to premises. Hold onto handrail when using stairs, proceed slowly and carefully when no handrail is available. Take the same care on the return trip to your car.

DARTS

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces in the carpark and along pathways to gain entry to premises. Take the same care on the return trip to your car. Beware of rebounding darts.
Consumption of Alcohol	If alcohol is to be consumed during approved activities, remind participants that they are responsible for their own behaviour through the use of PSPL's Registration Form and the Attendance sheet for Outings, Activities and Tours.

GARDENING GROUP

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven surfaces, ascending or descending stairs, or when surfaces are slippery or covered with tree debris eg nuts and seeds.
Handling plants	Be aware of spikey or sharp-edged plants, wear gloves if necessary.
Insect sting	Be aware of bees or other stinging insects, use first aid kit if required or seek medical help if needed
Morning or afternoon tea (hot water)	Take care when handling hot cups of tea or coffee to prevent scalds
Sunburn and Heatstroke	Wear sun protection including a hat if the weather conditions dictate

GENERAL AND ANNUAL GENERAL MEETINGS

Potential Hazards	Control Measures
Uneven Carpark Surface	Use care when walking on any uneven carpark surface
Use of Stairs to Access building	Use the handrail when climbing or descending any stairs. If no handrail exists proceed slowly and carefully
Trip and Fall	Ensure all electrical cords are clear of seating and walkways
Fire and other emergencies	Exits and emergency assembly points are pointed out to members
	Follow the directions of the risk management team in attendance
Morning tea service (hot water)	Use the containers provided to pour hot water into cups
	Take care when handling paper cups filled with hot tea or coffee
	Any spills to be cleaned up when they occur to prevent slippery or sticky floors occurring

GOLF (SOCIAL)

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven ground from your car to the course and back to your car after your game

LAWN BOWLS

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces to gain entry to premises including the greens. Hold onto handrail when using stairs, proceed slowly and carefully when no handrail is available.
Injury caused by heavy bowls bags	Make sure bag can be carried before leaving home or use a wheeled bag

LEISURE WALKING

Potential Hazards	Control Measures
Trip and fall	Organiser to advise group prior to start to be aware of hazards
Separation from group during walk	Group to walk together where possible and make provision for stragglers
Lack of lighting (night walk)	Everyone to carry a torch so that hazards can be seen and avoided
Medical incident	Render first aid. contact ambulance if required, contact emergency contact on participants medical card
Inclement Weather	Organiser should postpone activity if high temperature forecast or rain has
Dehydration	Participants should carry sufficient water to prevent dehydration and wear a suitable hat
Passing Traffic	Be aware when crossing roads, try to cross as a group
Requirements:	• Mobile phones are to be switched on and not on silent when participating in walks • All bushwalking activities are subject to not being excluded under the Public Liability Insurance of the Probus Australian National Insurance Program (Refer to Miscellaneous Activities Exclusion pages 12-13 of the 2026-2027 Program document or subsequent updates).

MOVIE GROUP

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces from your transport to the cinema and back to your transport. Use a torch if lighting is poor and it is difficult to see where you are walking.

OPAL TRIPS

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces to and from public transport. Hold onto handrail when using stairs, proceed slowly and carefully where no handrail is available. Carefully ascend the stairs on and off a bus and mind the step when boarding or alighting a train.
Consumption of Alcohol	If alcohol is to be consumed during approved activities, remind participants that they are responsible for their own behaviour through the use of PSPL's Registration Form and the Attendance sheet for Outings, Activities and Tours.

PHOTOGRAPHY

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces to protect yourself and your camera equipment. Take care when moving around chairs, tables and any other obstacles. Hold onto handrail when using stairs, proceed slowly and carefully when no handrail is available. Use a torch to see your way if lighting is too low or absent
Setting up tripods	Be aware of surroundings when setting up tripods
Traffic and pedestrians	Be aware of traffic and pedestrians when taking photographs

RESTAURANT VISITS

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces from your transport to the restaurant. Hold onto handrail when using stairs, proceed slowly and carefully where no handrail is available. Use a torch to see your way if lighting is too low or absent
Consumption of Alcohol	If alcohol is to be consumed during approved activities, remind participants that they are responsible for their own behaviour through the use of PSPL's Registration Form and the Attendance sheet for Outings, Activities and Tours.

PICNICS AND BARBEQUES

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven surfaces, ascending or descending stairs, when surfaces are slippery or when moving around picnic tables and chairs.
Sunburn and Heatstroke	Wear sun protection including a hat if the weather conditions dictate, take shelter in the shade if required.
Use of Barbeque	Use appropriate precautions when using barbeque including the use of appropriate utensils
Consumption of Alcohol	If alcohol is to be consumed during approved activities, remind participants that they are responsible for their own behaviour through the use of PSPL's Registration Form and the Attendance sheet for Outings, Activities and Tours.

TEN PIN BOWLING

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven ground from your car to the bowling alley and back to your car after your game. Ensure the ball that you select is the appropriate weight.

THEATRE GROUP

Potential Hazards	Control Measures
Trips and Falls	Take care when walking on uneven or slippery surfaces from your transport to the theatre and back to your transport. Use a torch if lighting is poor and it is difficult to see where you are walking.

WINE GROUP

Potential Hazards	Control Measures
Trip and Fall	Take care when walking on uneven or slippery surfaces to gain entry to premises. Take care when moving around chairs and tables. Hold onto handrail when using stairs, proceed slowly and carefully when no handrail is available. Use a torch to see your way if lighting is too low or absent
Using hot water from urn or jug	Take care when handling hot water for cups of tea or coffee to prevent scalds.
Use of Barbeque	Use appropriate precautions when using barbeque including the use of appropriate utensils
Consumption of Alcohol	If alcohol is to be consumed during approved activities, remind participants that they are responsible for their own behaviour through the use of PSPL's Registration Form and the Attendance sheet for Outings, Activities and Tours.