



INFORMATION FOR COURSE LEADERS AND MEMBERS

SAFETY AT U3A COURSES AND AT VENUES USED

Our safety obligation

U3A has a Safety and Wellbeing Policy based on the Model Workplace and Health and Safety Act 2011. Among other things, this requires that we take all reasonable steps to ensure the health and safety of everyone attending any course or activity run on behalf of U3A-ACT. Additionally, U3A-ACT's public liability insurance places an onus on our organisation to take all reasonable steps when conducting our activities to identify and reduce health and safety risks likely to lead to a situation involving a claim.

In view of the above matters it is necessary to bring to the attention of course leaders or organisers and course members some important points concerned with conducting and attending courses.

Important points to note

1. **Course leaders or organisers** need to be mindful of the health and safety issues which may affect themselves and members attending their course or activity, and where possible minimise any risks related to such issues.

The following are examples are given of things to consider to do.

- All effort is to be made to ensure that in class rooms the placement of chairs, tables, equipment, power leads etc do not impeded clear access to seating and exits, or otherwise provide a hazard to movement of class members or leaders.
 - Any stated room limit for a class room or venue must be strictly adhered to.
 - Course leaders/organisers will need to identify and then inform their class of emergency exit routes from a class room or building and of any specified safe emergency assembly point outside the building.
 - Where a course or activity is not held in a building, all effort is to be made to identify likely safety hazards in relation to conducting that course or activity, and to inform participants of such hazards if they cannot be avoided or eliminated.
 - All care should be employed by members when setting up rooms and moving equipment.
 - Where a course requires the use of materials or tools/equipment that if not properly handled could cause injury or illness, all care must be taken to ensure their safe use, and adequate instruction given to class members who may use such items for the course.
 - Class rooms and venues used for our courses differ in public access to and around them. Any potential safety hazard situation should be drawn to the attention of the owner or manager of the venue or building for possible rectification action, and course members need to be advised of the potential hazard.
1. **Attendance Record.** There is now a requirement to ensure a record of attendance is made and kept for each U3A-ACT class session wherever held. A Class Attendance Record sheet is available for this purpose. Completed sheets are to be forwarded to the U3A-ACT Secretary.
 2. **Accident/Incident Report.** In the event of an accident or incident arising at a course or activity and irrespective of whether an injury or illness is apparent, a report must be prepared. An Accident/Incident Report sheet is available for this purpose. Any such reports should be prepared as soon as possible by the member involved or a witness and forwarded to the U3A-ACT Secretary.

Copies of the sheets referred to in 2 and 3 are obtainable from the U3A offices and can be found on the Course Leaders page of the U3A-ACT website; www.u3acanberra.org.au. Note that other forms of record and report may be used provided equivalent information is recorded/reported.

Request

Please note the information and requirements provided above. Your cooperation is requested in seeking to ensure the health and safety of everyone attending U3A-ACT courses.

The U3A Safety and Wellbeing Policy can be viewed at www.u3acanberra.org.au/policies.html

In case of queries or clarification please contact the Courses subcommittee