



RISK MANAGEMENT UNDERTAKING FOR COURSES AT ALL INDOOR VENUES (except BGMAW)

Name of Course _____

Venue _____

In line with U3A Ballarat **Risk Management Policy** and **Privacy Policy** and **Injury and Incident Report Policy** available on **U3A Ballarat website**:

www.u3aballarat.org.au/policies and procedures

I _____ Tutor and I _____ Class Convenor

Undertake to:

- Familiarise myself with these policies
- Keep a copy of the attached Risk Management Procedure document
- Bring to every class:
 - each of the laminated cards giving instructions for an Emergency Action Plan in the case of a fall or suspected stroke or heart attack.
 - class list showing emergency contact for each class member
- Inform a member of the Policy Working Group if any adjustments should be made to the particular circumstances for this course
- Report any venue conditions which need attention or correction to a member of the Policy Working Group: info@u3aballart.org.au
- familiarise myself with the class and emergency procedures applicable at our site.
- Report any incident involving injury to a class member on the relevant form found on U3A Ballarat website (see thread above)
- If at BNCC or Hut 48, also complete an incident report form on the relevant Ballarat Council form found on U3A Ballarat website (see thread above)
- review these procedures at the beginning of each year or at any change of venue

Signed: _____ (Tutor) Date: _____

Signed: _____ (Class Convenor) Date: _____

Please sign both copies of this undertaking and return one to the U3A office. (Scan and email is acceptable - ClassCoordinator@u3aballarat.org.au)