



RISK MANAGEMENT UNDERTAKING FOR OUTDOOR COURSES (except bushwalking, cycling and garden groups)

Name of Course _____

In line with U3A Ballarat **Risk Management Policy** , **Privacy Policy** and **Injury & 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
- Take on each outdoor excursion:
 - each of the laminated cards giving instructions for an Emergency Action Plan in the case of a fall or suspected stroke or heart attack.
 - the document entitled 'Managing insect stings/bites'
 - class list showing emergency contact for each class member
- Inform a member of the Policy Working Group if any adjustments are made to the particular circumstances for this course
- Report any incident involving injury to a class member on the relevant form found on U3A Ballarat website (see thread above)
- review these procedures at the beginning of each year

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)