



RISK MANAGEMENT UNDERTAKING FOR 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 two 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.
 - laminated cards and other supplied printed material that give instructions for first aid in the case of insect bites/stings
 - 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 this policy and its 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)