



RISK MANAGEMENT UNDERTAKING FOR MANUAL ARTS GROUPS THAT USE THE BLAKE GORDON MANUAL ARTS WORKSHOP

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
- Familiarise myself with the BGMAW Operating Health and Safety Manual (see thread above)
- Keep a copy of the BGMAW Operating Health and Safety Manual either printed or digital with our class documentation
- Conduct an Induction (as per BGMAW Operating Health and Safety Manual page 6) for each class member upon use of the Workshop for the first time.
- Have the member sign the Acknowledgement (BGMAW Operating Health and Safety Manual page 9) and keep the signed document with class records
- 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 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)
- Additionally, report any incident involving injury to a class member on the relevant form for Ballarat Specialist School
- 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)