
Safe Work, Risk Management Check List for Tutors/Group Leaders

1. Venues

Check your venues for potential hazards and familiarise yourself with the Emergency Procedures which are on display and the location of the emergency exits and assembly points. If you have to vacate, take your class attendance sheet, student emergency contact details and accident/incident report form with you.

2. Equipment

Ensure the equipment is set up safely and that all electrical cords and cables are covered with a cable cover.

3. Materials

Familiarise your students with any hazards associated with class materials and ensure that suitable arrangements are made for their safe disposal e.g. art materials.

4. Class/Group Attendance Sheets

Maintaining a record of attendance is vitally important for our risk management, insurance and data gathering. Once details of your students have been entered into MyU3A, print your attendance sheets and make sure both you and your students fill them in correctly. Details of attendance are to be entered into MyU3A 'Mark Roll' by the tutor or class secretary as soon as possible after the class. The completed attendance sheets must be retained until the end of the year when it may be destroyed provided all details have been entered into MyU3A.

5. ICE

Before the course starts, print a list of emergency contact details from MyU3A (contact the Course Coordinator if you don't have access to myU3A) and staple it to your attendance sheet.

6. Accident/ Incident Report Forms

This form should be attached to your attendance sheet and emergency contact details sheet and taken with you to each class session and on any excursions and offsite activities.

7. Events/Excursions

Ensure you have minimised possible risks associated with events and excursions – discuss them beforehand with the Course Co-ordinator/s and always notify them when you will be conducting any activity offsite. All major events must follow the *Special Event Management Protocol* which can be found on the website under Tutor Handbook and Forms.

8. Classes and Activities involving physical activity

Adhere to maximum numbers nominated for each class and ensure each student signs the *Disclaimer Form for Classes Involving Physical Activity* found on the website under Tutor Handbook and Forms. Please retain this form for the calendar year and have students sign again at the beginning of the following year.

9. Individual Responsibility

Remind students/members that we are all to take responsibility for our own safety.