
Safe Work, Risk Management Checklist 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 eg, 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 U-MAS, print your attendance sheets and make sure both you and your students initial them correctly. The completed attendance sheets are to be forwarded to Coordinator 1 for electronic storage.

5. ICE

Before the course starts, print a list of emergency contact details from U-MAS (contact the Course Coordinator if you don't have access to U-MAS) 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 minimized possible risks associated with events and excursions – discuss them beforehand with the Course Coordinator/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 Forms and Resources.

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 Forms and Resources. 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.