



RISK MANAGEMENT GUIDELINES

The following General Principles are in place to minimise risk in all U3AWynyard sessions and activities and ensure participants, volunteer tutors and committee members are aware of their personal responsibility for safety.

- If likely hazards are identified in a proposed course or session, a Risk Assessment form (**Attachment A**) should be completed with the Course Proposal form
- High risk activities authorised by the U3AW executive are reported to the U3A insurers.
- All members are required to accept responsibility for their personal safety on Enrolment and Membership Forms
- All members are reminded of their personal responsibility in **a**) Newsletters, **b**) course descriptors, **c**) emailed class reminder and by tutors at the commencement of each session
- All incidents/accidents are reported on the U3AW Incident/Accident Form (**attachment B**)
- All incidents/accidents are referred to the Committee of Management and appropriate action taken

Procedure

What	Who	By when
Undertake risk assessment if deemed necessary	Tutor and Committee of Management representative	At course proposal development
Include potential hazards in course descriptors	Program Manager/tutor	Program release
Advise potential hazards and steps to be taken to avoid or minimise risk	Tutor/Session coordinator	In writing before start of course and verbally at commencement
Record all accidents/incidents	Tutor/participant	As soon as practicable
Submit accident/incident report form to U3AW c'tee	Tutor	As soon as practicable
Take appropriate action in response to report	Committee of Management representative	As soon as possible after the event