

PREAMBLE: VALUES AND PRINCIPLES

U3A Deepdene is committed to the value of lifelong learning through the establishment and maintenance of opportunities for participation in educational, cultural, social and physical inclusive programs and activities.

Deepdene U3A adopts the principles of mutual aid which include:

1. No payments are made to members for any services rendered.
2. U3A is self-funded with member subscriptions and costs kept as low as possible.
3. Outside financial assistance is only sought if it does not imperil the integrity of U3A Deepdene's values and principles.

HEALTH AND SAFETY POLICY

Purpose

The purpose of this policy is to minimise Health and Safety (H&S) risks and to comply with legal standards and venue requirements, wherever reasonably practicable.

Key Elements

The Committee of Management (CoM) has identified the following key policy elements:

1. H&S is a key management function and, with the assistance of Coordinators, Tutors and Monitors, is to be integrated into all U3A events and activities.
2. This policy is to be widely disseminated among U3A members and officeholders (including Coordinators, Tutors and Monitors).
 - a. In addition, any venue or activity specific H&S instructions is to be provided to relevant groups.
 - b. This document is to be displayed on the U3A website and copies are to be available for members at the Balwyn Park Centre (BPC) Office.
3. Legal standards need to be adhered to and venues used by U3A members need to meet such standards.
4. U3A will endeavour to meet any venue H&S requirements, wherever reasonably practicable.
5. Appropriate resources and training to meet the needs of this policy will be provided, wherever necessary.
6. This policy is to be reviewed annually.

Responsibilities

In order to minimise our H&S risks at U3A, we all have a role to play.

CoM

The CoM is responsible for:

1. developing and implementing (including publishing and reviewing) this policy; and
2. scrutinising and resolving any complaint made about failure to comply with this policy.

Any member of CoM may receive enquiries about this policy and it is their duty and responsibility to:

1. follow-up each *enquiry* in an appropriate manner in order to reach resolution (if required) and, where applicable, bring to the attention of all other members of CoM as soon as practicable thereafter;
2. in particular, any *complaints* about an alleged failure to comply with this policy must be reported to the President, in the first instance, and then brought to the attention of the CoM as soon as practicable thereafter.

Tutors and Monitors

In addition to the procedures listed below for all members, Tutors and Monitors are asked to:

1. At the start of each event or activity, to complete the register of member attendees.
2. At the start of each term and more frequently, if necessary, remind members that the emergency contact numbers on their name tags must be completed and that name tags must be worn at all U3A venues, events and activities.
 - a. For some physical activities, the wearing of name tags may not be practicable while undertaking the activities. In these cases, Tutors and Monitors will let participants know where name tags are to be stored for easy access.
 - b. Tutors and Monitors need to be specific about the reasons for wearing tags with completed emergency details:
 - This is very important so that emergency responders have easily accessible information to help them deal with the emergency.
 - Without this information, members who do not adhere to this requirement will make the task of emergency responders more difficult.

3. At the start of each term and more frequently, if necessary, point out the location of H&S equipment, including the Evacuation Procedure Map (see point 1 under member responsibility).
4. Identify and familiarise members with guidelines for the safe use of any hired venue and/or equipment.
5. Where relevant, make members (or members of the general public) aware of any potential hazards associated with a venue and/or equipment to be used.

Members

U3A's CoM expects the assistance of all members in support of this policy. In particular, all members are expected during any U3A events or activities to take reasonable care of themselves and of others to help ensure that H&S risks are minimised.

All members are asked to:

1. Make themselves familiar with the location of the following at each venue they attend:
 - a. Automated External Defibrillator (AED)
 - b. Evacuation Procedure Map
 - c. Fire Blanket
 - d. Fire Extinguisher
 - e. First Aid Kit
2. Follow any specific guidelines for the safe use of equipment or any dangerous substances.
3. Adhere to specific H&S instructions or guidelines relating to a venue, event or activity.
4. Any issues relating to H&S need to be brought to the attention of a Tutor, Monitor or a member of the CoM, as soon as practicable.
5. Immediately report any incident or accident (including near incidents or accidents):
 - a. In the first instance, call the BPC Office (9817 7736) or one of the office holders (see last page of this policy (Appendix E) for contact details)
 - b. Followed by the recording of the incident using the **Incident Report** form (available from the BPC Office and copies available on site at Alston Halls, Horrie Watson Pavilion and Stradbroke Park Pavilion)
6. Where there are (potentially) unsafe areas or practices, these need to be reported to a Tutor, a Monitor or a member of the CoM. An **Incident Report** will need to be completed by the relevant Tutor, Monitor or member of the CoM.

Annexures

- Appendix A: U3A Deepdene Venues
- Appendix B: Evacuation Procedure Map
 - Balwyn Park Centre
 - Alston Halls
 - Horrie Watson Pavilion
 - Stradbroke Park Pavilion
- Appendix C: Emergency Evacuation Procedure
- Appendix D: Serious Medical Emergency Procedure
- Appendix E: Emergency Contacts

Other Related Documents

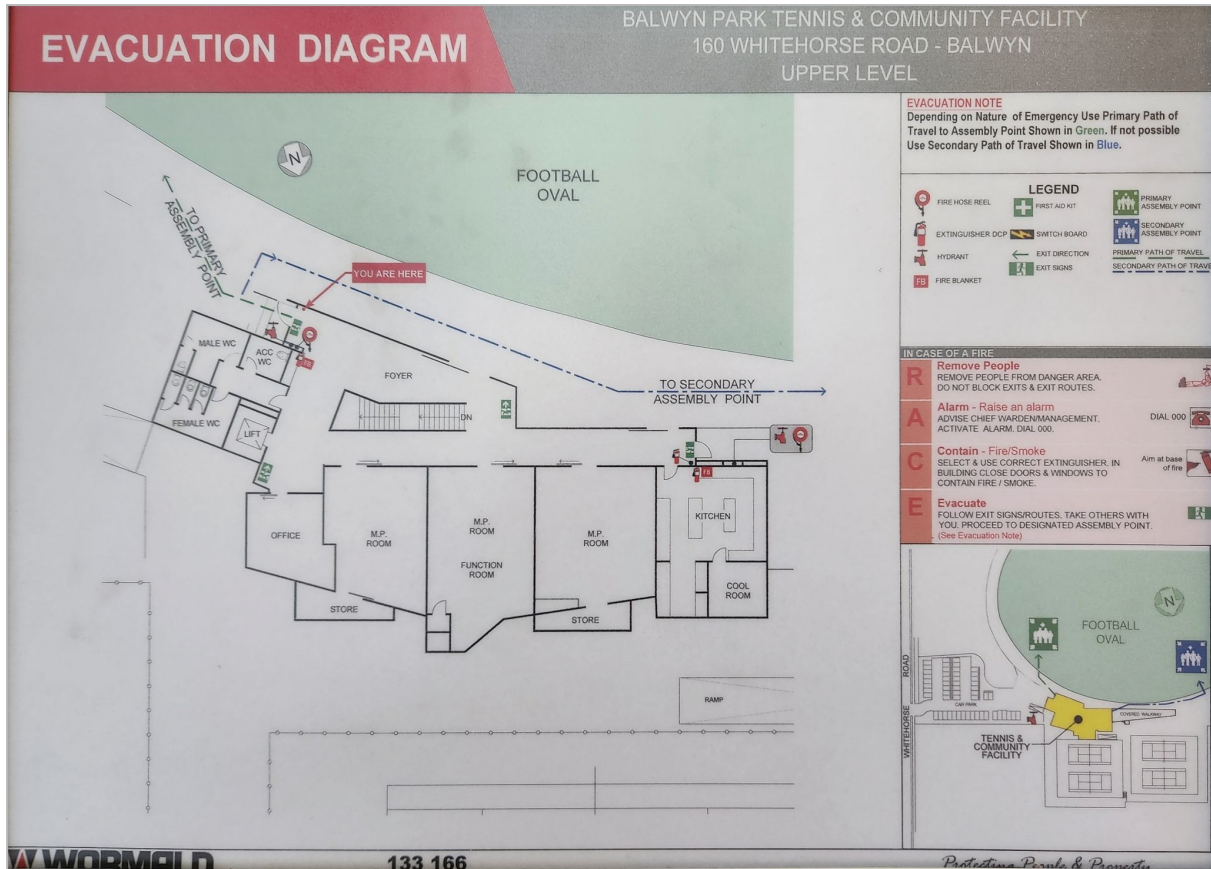
- U3A Deepdene Constitution
- U3A Deepdene Insurance Policies
- Community Services Lease and Licence for Balwyn Park Centre

Appendix A: U3A Deepdene Venues

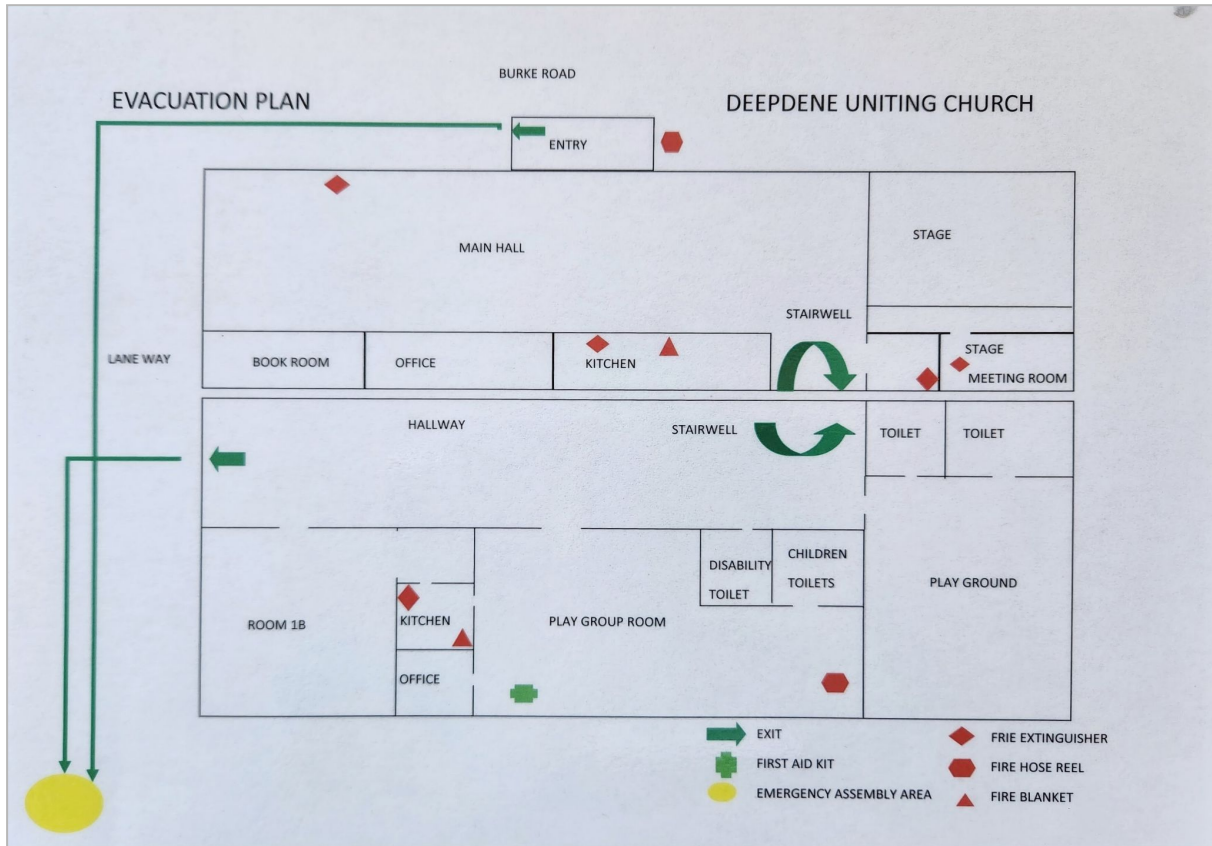
Venue	Address
Balwyn Park Centre	<ul style="list-style-type: none"> • 206A Whitehorse Road, Balwyn 3103 • Our main office is on the upper level • Nearest intersection: Whitehorse & Cherry Roads (enter via car park from Whitehorse Road)
Alston Halls	<ul style="list-style-type: none"> • 958 Burke Road, Deepdene 3103 • Our rooms are behind the church • Nearest intersection: Cotham/Whitehorse & Burke Roads (enter via south side driveway of church premises from Burke Road)
Horrie Watson Pavilion	<ul style="list-style-type: none"> • 126 Whitehorse Road, Deepdene 3103 • The pavilion is located in Deepdene Park between Parkside Avenue & Walsh Street, Deepdene
Stradbroke Park Pavilion	<ul style="list-style-type: none"> • 1369 Burke Road, Kew East 3102 • Nearest intersection: Burke & Harp Roads (enter via from Burke Road, 100 metres from the intersection)

Appendix B: Evacuation Procedure Maps

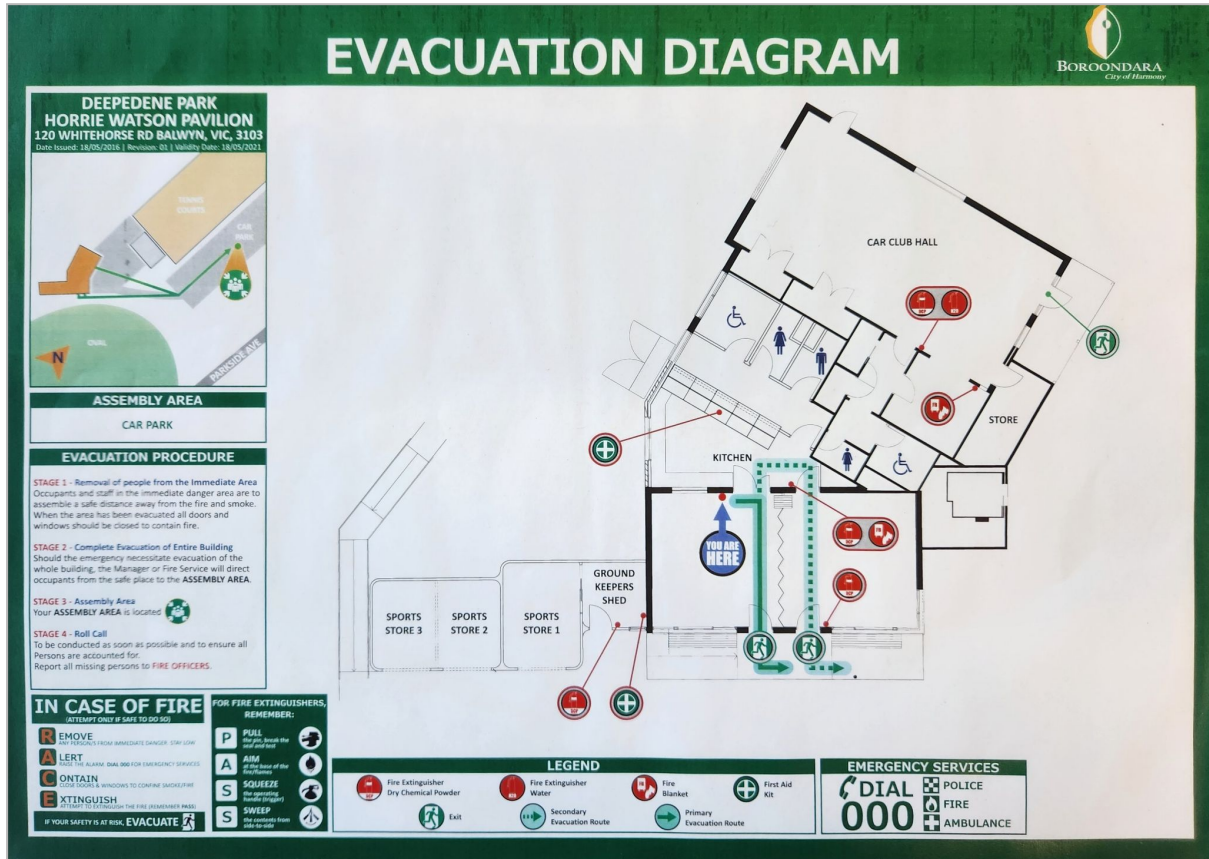
Balwyn Park Centre



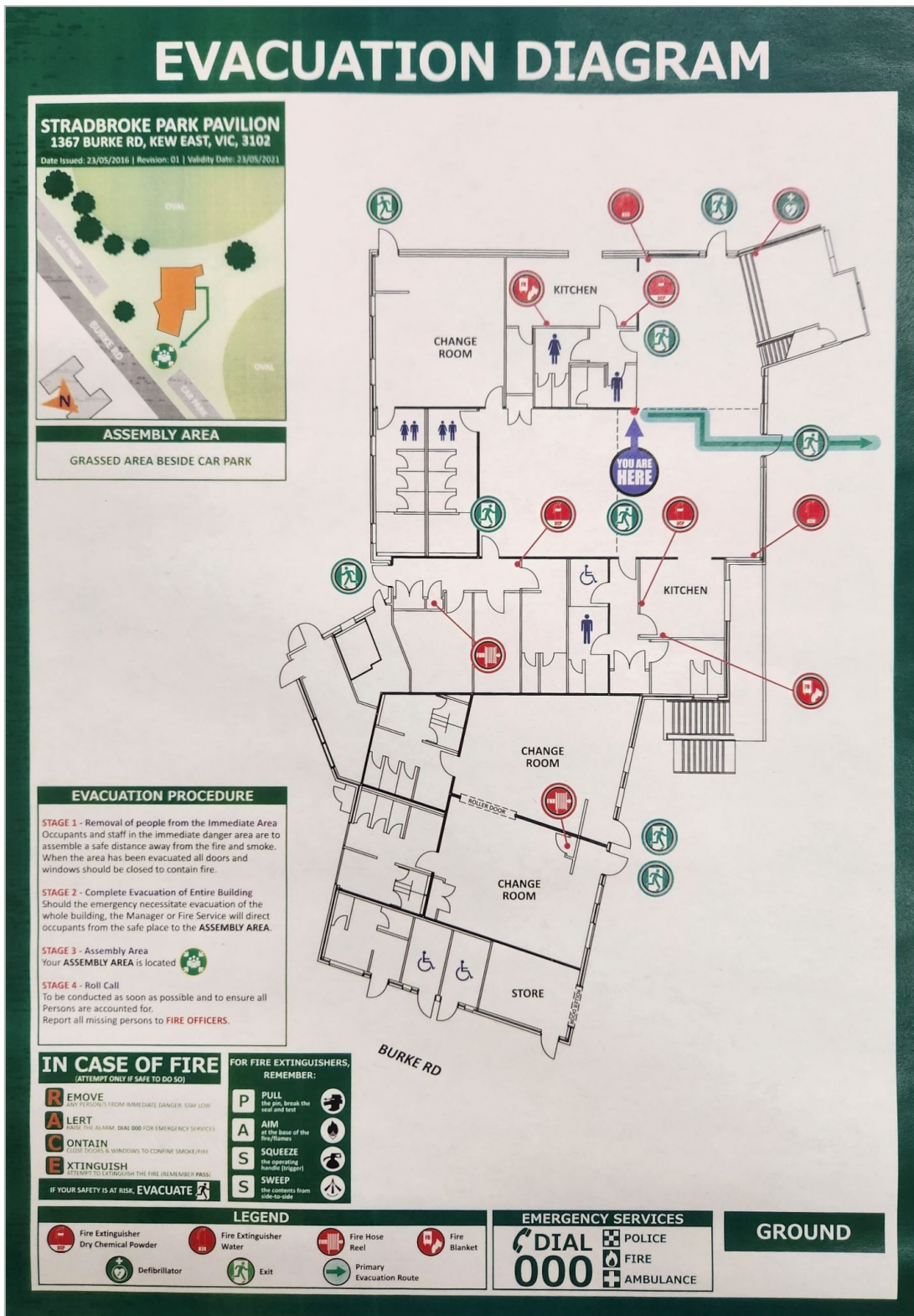
Alston Halls



Horrie Watson Pavilion



Stradbroke Park Pavilion



Appendix C: Emergency Evacuation Procedure

It is very important that Tutors and Monitors acquaint themselves with the venue's Evacuation Procedure Map at the beginning of each term.

In case of emergency:

1	Everyone to leave the building as quickly as possible and by the shortest route.
2	The Tutor (or Monitor) must take the completed class enrolment sheet upon exiting the venue.
3	Doors need to be closed when exiting, but do not lock.
4	Lifts must not be used.
5	All members are to gather in the Primary Assembly Point (see relevant venue Evacuation Procedure Map) and remain together as directed by the Tutor (or Monitor).
6	The Tutor (or Monitor) is to check that all rooms (including toilets) used by the class are empty.
7	Once gathered outside and at the earliest opportunity, the Tutor (or Monitor) must take a class roll call to make sure that everyone is accounted for.
8	For persons unaccounted for, the Tutor and/or Monitor needs to report their names to emergency responders as a matter of urgency.
9	Everyone is to remain in the Primary Assembly Area to await instructions from the emergency responders.

Tutors and Monitors are requested only to ensure the orderly evacuation to a safe place for all class members. They are not expected to take control of the emergency, including fighting fires or attempting to contain a fire.

The only priority is for all personnel to exit the building safely. Personal safety is paramount.

Appendix D: Serious Medical Emergency Procedure

No.	Description
1	Ideally, two people should remain with and assist the injured person at all times.
2	Based on the severity of the medical emergency, the Tutor/Monitor should call 000 especially if: <ul style="list-style-type: none"> • if the patient is unresponsive, or • if, in the opinion of a first aider or the Tutor/Monitor, an ambulance is required and the patient or their emergency contact agrees. <p>Note: <i>If an ambulance is required, the patient will be responsible for the ambulance payment and not the person making the call.</i></p>
3	If 000 is called and an ambulance requested, the phone operator will: <ul style="list-style-type: none"> • ask for the exact location of the incident (see Appendix A for venues), and • need to speak directly with someone at the scene close to the patient <p>Note: <i>It is best if the 000 call is made - preferably from a mobile phone - close to the patient for an accurate account of the patient's current medical status; use the speaker function, if possible.</i></p>
4	A person should be on standby to guide the paramedics upon arrival to the patient.
5	Where necessary, a U3A member may need to accompany the patient in the ambulance to the hospital.
6	The patient's privacy should be respected at all times. If the patient is to be transported to another location, their personal belongings should accompany them.
7	Depending on the type of incident, relevant medical equipment may need to be used to assist the patient, such as an AED or a first aid kit .
8	Prior to dismissing the class, the Tutor/Monitor should make sure that relevant enquiries have been made regarding the wellbeing of any witnesses to the incident. Once such enquiries are completed, anyone without an active and ongoing role should leave the area.
9	Tutors/Monitors must log the incident using an Incident Report form - these should be available at the venue or obtained via the BPC Office. All serious incidents must also be reported to the BPC Office as soon as practicable by phone and then followed-up with the completed Incident Report .
10	Tutors/Monitors should follow-up to establish the status of the injured person(s), including any progress or recovery, as appropriate

Appendix E: Emergency Contacts

Ambulance, Fire, Police <i>For urgent assistance</i>	000
State Emergency Service (SES) <i>For flood, storm & earthquake emergencies</i>	132 500
Police Assistance <i>For general, non-urgent police assistance</i>	131 444
City of Boroondara <i>For a dangerous situation that needs to be addressed immediately (e.g. fallen tree on council property)</i>	(03) 9278 4444 (24 hours)
U3A Deepdene	
<ul style="list-style-type: none"> Office 	(03) 9817 7736
<ul style="list-style-type: none"> President (Susie White) 	0409 967 177
<ul style="list-style-type: none"> Administration (Jenny Cash) 	0408 019 815
<ul style="list-style-type: none"> Health & Safety Officer (Leonie Kuhrt) 	0419 839 442