



SAFETY AND PROTOCOL

CLASSES AND ACTIVITIES:

- LEADERS SHALL ENSURE MEMBERS KNOW:
- The roll books are signed at the commencement of classes, as a necessary check in case of evacuation
- Class members have their U3A Name Badges on, with emergency contact details on the back
- Where the First Aid Kit and Defibrillator are located
- Where the Exits from the building are located, in case of Emergency evacuation, and the general Assembly point
- Any spillage to be cleaned up immediately to avoid people slipping
- All chairs, tables and equipment to be wiped with sanitiser provided and returned to designated areas after use, by class members.
- All power and light switches, heating and cooling turned off when exiting the premises
- Normal duty of care is observed and undertaken, by those responsible for unlocking and locking the premises
- Report to the Committee any accidents/injuries or losses that may occur.

Updated June 2021

Secretary.....*R. Daish*.....
Program Coordinator.....*J. Palmer*.....