



**DEEPDENE Inc.**  
UNIVERSITY OF THE THIRD AGE

## POLICY PRINCIPLES

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

Deepdene U3A adopts the principles of mutual aid which include:

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

## HEALTH & SAFETY POLICY

### **Introduction**

The U3A Deepdene Committee aims to provide its members with a safe environment, together with facilities which are without risk to health and safety.

### **Purpose**

This policy, supports the Management Committee's aim to comply with Health and Safety Standards, as far as is reasonably practicable, and to comply with licence and lease requirements with the City of Boroondara which regulate Occupational Health and Safety issues for Boroondara venues.

This Policy outlines our aims to:

1. Treat Health and Safety as a core management function and, with assistance of Co-ordinators and Tutors, aims to integrate The Policy into all U3A Deepdene activity programs.
2. Provide appropriate resources and training needed to achieve these aims.
3. Ensure that legal requirements are the minimum level of expectation.
4. Ensure that The Policy is assessed and updated annually.
5. Ensure that the Health and Safety Policies of the places we hire for U3A activities are of a standard to comply with our own Health and Safety Policy.
6. Ensure that the Health and Safety guidelines for each of the hired premises is made available to members to peruse.
7. Ensure a copy of these guidelines to be displayed on the U3A Deepdene website and kept centrally in the Balwyn Park office.

### **Policy Statement**

In support of this Policy the U3A Committee aims to:

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1. Obtain a copy of the Health and Safety Policy/Risk Assessment for any venue we hire for U3A activities and ensure our members are aware of any specific requirements of the venue leasers.
2. Ensure that all Group Leaders complete a risk assessment for their specific activity (a proforma will be drawn up, assistance will be given if needed).
3. Establish and make arrangements for ensuring safe systems are in place in connection with the use and transportation of any articles and/or substances.
4. Provide equipment/training to ensure that members are not exposed to risk.
5. Provide training to enable those in charge of activities to meet the aims of the Health and Safety Policy.
6. Carry out an unannounced practice evacuation drill once per term in each of the venues occupied by U3A Deepdene.

### Procedures

The Management Committee expects the assistance of all members in support of its Policy and Aims. Therefore, *'you should take reasonable care of yourselves and of others, who may be affected by what you do.'*

**Members** are, therefore, asked to:

1. Immediately report all accidents, or near accidents and unsafe practices to the Tutor or a Committee member. Details to be recorded in the Incident Book.
2. Adhere to any specific instructions, or code of practice guidelines, relating to the activity.
3. Follow the guidelines for the safe use of all equipment.
4. Immediately report any defective equipment/dangerous substances to the Tutor or a Committee member. Details of such reports to be recorded in the Incident Book.
5. Make themselves familiar with the location of firefighting equipment.
6. Make themselves aware of procedures for the evacuation of the premises being used in the event of an emergency.
7. Raise any issues relating to Health and Safety matters with the Tutor or a Committee member.

**Tutors** are asked to:

In addition to the items covered in **Members** above, Tutors should also: -

1. Prepare a Risk Assessment on the prepared Pro-forma.
2. Familiarise members with guidelines for the safe use of the hired premises & equipment used.
3. Ensure that their members (or members of the general public) are made aware of any potential hazards.
4. Ensure that a register of members' names is taken at the start of your activity.

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5. Remind members that the emergency contact numbers on their name tags must be completed and that name tags must be worn at all U3A activities for that reason.

### Responsibilities

- U3A Deepdene Members and Tutors are responsible for compliance with duties and responsibilities specifically outlined in this policy.
- U3A Deepdene’s Committee of Management is responsible for:
  - developing, adopting, implementing, publishing and reviewing this policy
  - scrutiny and resolution of any complaint made about failure to comply with this policy.
- Any Member of U3A Deepdene’s Committee of Management is responsible for: -
  - receiving enquiries about this policy
  - receiving complaints about an alleged failure to comply with this policy, reporting the incident to the President and bringing the matter before the Committee of Management promptly

### Related Documents

U3A Deepdene Insurance policies.

U3A Deepdene Constitution

Community Services Lease and Licence for Balwyn Park Centre

### Annexures

**Annexure A:** - Emergency Evacuation Diagram for Balwyn Park Centre

**Annexure B:** - Contacts in case of emergency.

**Annexure C:** - Checklist of procedures

**Annexure D:** - U3A Deepdene Maintenance Schedule

### Annexure A: - Emergency Evacuation Diagram Balwyn Park Centre



## Annexure B:- Contacts in case of Emergency

<b>Emergency contact for Police, Fire and Ambulance</b>	<b>Dial 000</b>
<b>Emergency Services (SES)</b>	<b>Dial 132 500</b>
<b>Police Assistance</b>	<b>Dial 131 444</b>
<b>Report an Emergency, Issue or hazard to Boroondara Council</b>	<b>Call (03) 9278 4444 (24 hours) for immediate attention</b>
<b>U3A Contacts - President (Susie White)</b>	<b>Tel. no. 0409 967 177</b>
<b>- Administration (Jenny Cash)</b>	<b>Tel. No. 0408 019 815</b>
<b>- Health and Safety Officer (Alan Ray)</b>	<b>Tel. No. 9890 4181</b>

## Annexure C: - Emergency Evacuation, Checklist of Procedures

In case of emergency: -

1. Everyone to leave the building as quickly as possible and by the shortest route.
2. Tutor must take the completed class enrolment sheet.
3. Close doors on exiting – DO NOT LOCK.
4. DO NOT USE THE LIFT.
5. All students/members to gather in the Primary Assembly Point (see diagram) and cluster around their tutor.
6. Office volunteer(s) to check all rooms and toilets are empty.
7. When gathered outside, Tutors take class roll call.
8. Office volunteer accounts for all who were in the building and not attending classes.
9. Persons unaccounted for – report names to emergency responders.
10. All to remain in the Primary Assembly Area to await instructions from the emergency responders.

## Annexure D: - U3A Deepdene Preventative Maintenance Schedule

This schedule provides a general guideline for maintenance/inspection frequencies for property and equipment. Please follow manufacturer’s recommendations for the maintenance and upkeep of all items. Any deficiency is to be reported by members to the U3A office who would decide on the appropriate action.

MAINTENANCE/INSPECTION	FREQUENCY
Review compliance with building lease and OHS policy.	Annually
Liaise with Fire Safety Inspections and implement recommendations as necessary	Annually
Comply with the National Fire Protection Alarm (NFPA) system requirements.	Follow the NFPA 72 recommended testing intervals
Fire extinguishers	Inspect monthly Maintain annually
Kitchen ranges, ovens and vent hoods	Semi-annually (NFPA 17A recommendations)
Inspect the heating, ventilation and air-conditioning system (HVAC) and change filters	Quarterly
Boiler	Annually or bi-annually, depending on the type of system
Water heaters — inspect, drain and de-scale	Annually
Inspect pipes	Annually, before winter months
Protect exposed pipes with insulation sleeves or wrapping	Before winter months
Storm drains	Semi-annually
Lawn sprinklers	Weekly

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Inspect roof, flashings, caulking and sealants for leaks or cracks	Semi-annually
Exterior condition of building	Quarterly
Rain gutters	Quarterly
Inspect wiring and arrange for electrical equipment in the office to be “tagged” by a qualified person in compliance with regulations.	Every two years for new installations Annually for installations more than five years old
Monitor property for general repairs: <ul style="list-style-type: none"> <li>• Windows and doors — weather stripping, thresholds, hinges, door closers and locks</li> <li>• Balcony and stairwells — loose fastenings</li> <li>• Sidewalks and parking lot — cracks and potholes</li> </ul>	Weekly
Sound and projection systems review and maintenance	Monthly
Office Computers and Printers	System recommendations