



KMVU3A Inc Course Leaders Safety Procedures

ACTIONS TO DO

- **Advise participants that they are responsible for:**
 - The suitability of the course to their situation
 - Their own health and safety and should discuss their physical fitness with their doctor if they have any concerns
 - Informing the leader if they have any pre-existing health conditions that need to be considered
- **Advise participants of the following information about the class:**
 - The types of activities planned for the classes and possible risks
 - What to wear or bring so they can be prepared
 - The location of First Aid Kits, other safety equipment or locations, toilets etc as applicable
 - That they should inform the leader if they are leaving before the end of a class
 - That if any part of an activity is beyond their capacity, they should stop and have a rest
 - That if they need help they should ask for it
 - Likewise, they should help others where required
- **During each class:**
 - Mark the roll so you know who is in attendance
 - Monitor participants during the course to see they are correctly prepared and the tasks are not beyond their capacity
 - Respond as required eg call time out if needed
 - Monitor for risks and incidents
 - Interrupt the program if necessary to alleviate or reduce the risk
- **During an incident:**
 - Work as a team to provide appropriate help to those who need it
 - If appropriate, activate any location devices; use a mobile phone to call for help eg emergency services: police, fire or ambulance if appropriate.
- **After an incident:**
 - Complete an incident report as soon as possible providing detailed information with photos if appropriate

Enjoy the program and be prepared for an emergency if one arises.