

KMVU3A Inc Course Leaders Safety Procedure

Steps to follow:

- **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 class and possible risks and issues
 - What to wear or bring so they can be prepared
 - The location of First Aid Kits, other safety equipment, toilets, evacuation plans, procedures and assembly points 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 and likewise, they should help others when required
- **During each class:**
 - Mark the roll so you know who is in attendance including adding visitors or guest details. Take this with you during any evacuation to check that everyone is accounted for
 - Ensure you have the Class List which lists emergency contacts for use if required
 - Monitor participants during the course to see they are correctly prepared, and the tasks are not beyond their capacity
 - Respond as required eg modify the activity, call time out if needed
 - Monitor for risks and incidents.
Ask members to do so as well. Safety is everyone's responsibility
 - Modify or 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
 - As appropriate, activate any location devices; use a mobile phone to call 000 for help eg emergency services: police, fire or ambulance
 - Contact the members emergency contact if appropriate
- **After an incident:**
 - Complete an incident report as soon as possible providing detailed information such as the Who, What, Where, Why and How with photos if appropriate
 - Inform the secretary or president asap and submit the form to the secretary when complete

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