

## U3A MANNINGHAM TUTOR CHECKLIST FOR OH&S

Tutor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Occupational Health and safety Item addressed	Tick when Read
Identify the emergency evacuation maps on walls throughout the building	
<p>In an <b>emergency</b> (or drill) an alarm may sound –</p> <ol style="list-style-type: none"> <li>1. Tutors and students should <b>evacuate</b> the building following directions from wardens and proceed to the designated Assembly Point.</li> <li>2. Handbags and other personal items should be left in the classroom.</li> <li>3. Tutors and class reps need to take the <b>completed</b> attendance register with them.</li> <li>4. Students <b>must</b> stay with the tutor and class.</li> <li>5. When all students have been marked off the class list at the Assembly Point, the tutor will report to the Chief Fire Warden who will give them the “All Clear”. If it is safe to return to classrooms everybody may do so.</li> <li>6. Once back in the classroom the tutor or Class Rep will check the attendance register to ensure that everyone is safe and accounted for. The attendance register should be marked and signed off and dated.</li> </ol>	
<p>In the event of <b>illness or accident</b></p> <ul style="list-style-type: none"> <li>• Contact the office for help and First Aid.</li> <li>• All incidents to be documented by Tutor (forms in the Tutors Handbook).</li> <li>• Ring for ambulance – 000 - if necessary from phone in classroom.</li> <li>• Phone emergency contact on reverse of ID badge.</li> <li>• <b>DEFIBRILLATOR (AED)</b> – For CPR use. There are 2 of these machines at the Pines: one is located in the small <b>Interview Room</b> next to Pines Learning Reception and the other on the wall outside the kitchen. If you have to use the Defibrillator just turn it on and a recording talks you through what to do. If the patient does not have a heart beat it will administer an electric shock. If they do have a heart beat it will <b>not</b> give a shock.</li> </ul>	
Any OH&S issues such as broken furniture etc please report to the Office.	
I have read, understood and completed this form	
Tutor signature: _____ Date: _____	