

POLICY 09 – EXTREME HEAT

Introduction

1. This policy will apply to situations where the personal health and safety of members and visitors attending U3A Castlemaine activities may be put at risk due to weather conditions of extreme heat.

Purpose

2. The purpose of this policy is to eliminate the risk of indisposition to members and visitors due to exposure to extreme heat.

Policy

3. U3A Castlemaine activities must be cancelled when the forecast temperature is 38°C or over.
4. U3A Castlemaine activities include all classes, office attendance, administrative meetings and coffee mornings.
5. U3A Castlemaine classes must be cancelled on a day of extreme or greater fire danger, regardless of the temperature.

Procedures

6. Every effort must be made to inform all members and course leaders of this policy. This effort includes:
 - Emails;
 - Mailing of policy to members who do not have email;
 - Notices distributed in classes by class representatives; and
 - Copies available at Coffee Mornings.
7. Course leaders and class representatives are encouraged to inform, and reinforce, the policy to course members.
8. The policy must be publicised widely in December of each year.
9. The predicted temperature is for Castlemaine.
10. Predicted temperatures are available:
 - on the local ABC radio FM91.1 every morning following the news;
 - on the Bureau of Meteorology website: <http://www.bom.gov.au/vic/forecasts/map7day.shtml>.

Responsibilities

11. Members are encouraged to take responsibility for being aware of predicted temperatures and will not be contacted by Course Leaders when a class is cancelled for reasons of extreme heat or fire danger.

Authorisation

12. This Extreme Heat Policy was adopted by the Committee of Management of U3A Castlemaine, and minuted as such, on 20 February 2014.
13. This policy will be published by the Committee of Management of U3A Castlemaine on its website.
14. This policy will be reviewed by the Committee of Management of U3A Castlemaine in April 2015.

Related Policies

U3A Castlemaine Policy 05 – Risk Management

U3A Castlemaine Policy 07 – Health and Safety