



Induction Checklist for all convenors and classes at KU3A

All convenors MUST work through these items at their first class each year.

All classes

	Roll /absence procedures
	Risk procedures: Everyone's job to help identify hazards
	Evacuation Run through
	Food/ drink: Covid = no sharing; BYO- bring your own mug; only two in kitchen at a time at Albert and Lewis Sts
	Use incident form as necessary
	Hot Weather arrangements in your class

Offsite:

	Notify the committee (for insurance/ safety purposes)
	Travel arrangements
	Weather conditions arrangements
	Roll /absence procedures
	Risk procedures: Help identify hazards
	Food/ drink: Covid = no sharing; BYO- bring your own mug help keep kitchen tidy; consider social distancing limits in the kitchen areas. Abide by local rules



KINGSTON
University of the Third Age