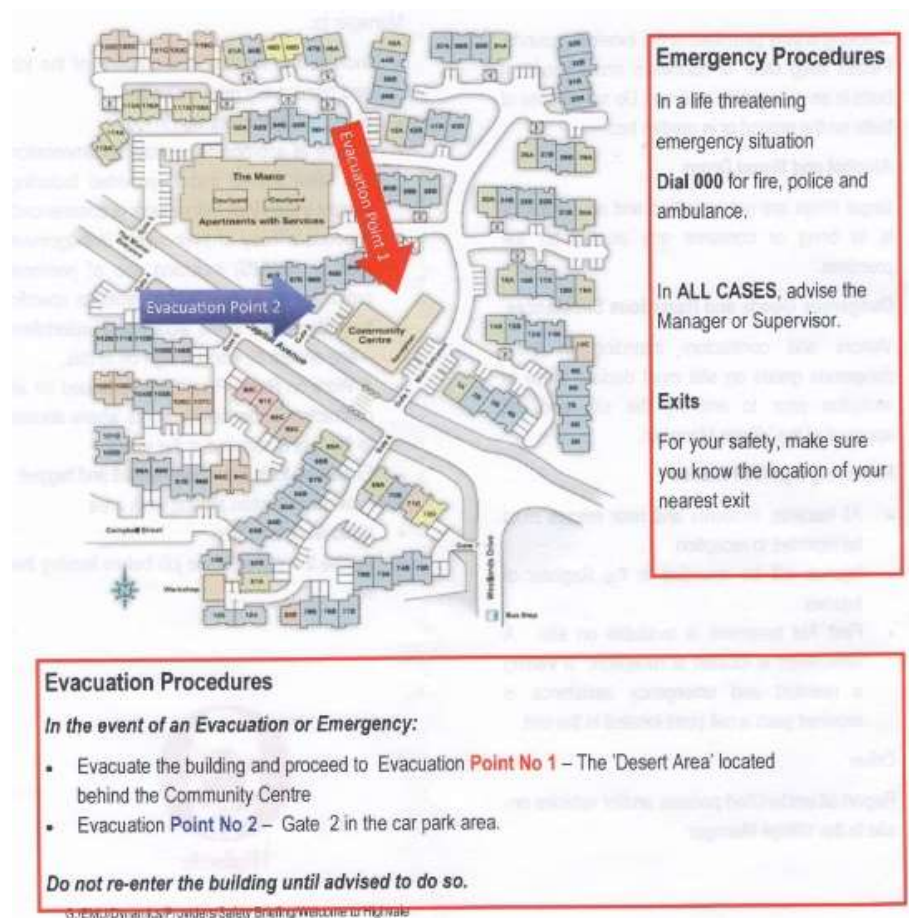


APPENDIX 1 – HIGHVALE RETIREMENT VILLAGE

This is the main site where most of U3A Highvale's classes are held.

HIGHVALE VILLAGE SAFETY PROCEDURES

Copies of the Highvale *Safety Briefing* brochure are available at reception. It is advisable that tutors take time to read the brochure and become familiar with the safety issues for visitors and volunteers. A snapshot of the emergency and evacuation procedures is included below.



FIRST AID KITS

First aid treatment is available on site at Highvale Retirement Village. A defibrillator is located at reception.

First aid kits are located in the craft room kitchenette drawer and computer room shelf. Please return them immediately to their original locations after use.

FACILITIES & HOUSEKEEPING

The main areas at the Highvale Retirement Village available for use by U3A Highvale members are:

- Community Centre craft room
- Community Centre computer room
- Community Centre lounge room
- Community Centre dining room and kitchen
- Manor Lodge lounge room.

These facilities belong to the Village. Members and tutors should acknowledge and respect established practices and observe the house rules as they stand. It is essential to keep these facilities in good order. If you require heavy furniture to be arranged for large meetings, you may request assistance from Village staff.

The following rule must be observed. When a room is used, leave furniture and blinds in any room, as they were when you walked in.

HOURS OF OPERATION

The Highvale Retirement Village is open Mondays to Fridays between 9.00am and 5.00pm. There is no access to the U3A facilities after hours, on weekends and public holidays.

CRAFT ROOM

Village residents need constant access to the craft room where cartons of milk are stored for refreshment purposes. When a U3A class takes place in the craft room, the tutor responsible should ensure that a meeting-in-progress sign (illustrated below) is placed on the closed door facing the lounge. In addition, the door facing the pool table should be left ajar for residents' use.



NOTE: Signs are kept in the second drawer of the kitchenette in the craft room.

On leaving the room:

- make sure that room furniture and window blinds are left in required positions
- turn off the lights (if used).and air conditioning (where applicable).

COMPUTER ROOM

The computer room should be locked when not in use. Keys to the room are held by reception as well as by tutors and some committee members. On leaving the room:

- ensure that room furniture and window blinds are left in required positions
- turn off the lights (if used) and air conditioning (where applicable)
- if you collected the key from reception, return the key after use.

KITCHEN

Refreshment supplies in the kitchen next to the dining area belong to the Highvale Retirement Village and **must not** be used for U3A gatherings.

If U3A groups require refreshments, they must rely on U3A's own stock of supplies which are stored in the craft room kitchenette.

After using the kitchen near the dining room, always leave it clean and tidy. If the kitchen dishwasher is used and is loaded, someone would need to return to the Village kitchen, after the class, and empty the dishwasher.

TOILET & BATHROOM

Water splashed onto bathroom vanity should be wiped clean and dry before vacating the bathroom. **DO NOT** leave surfaces and floors wet as slippery conditions can be dangerous.