10. U3A Benalla Inc.

Heat Policy (approved 9th April 2026)

Purpose

To protect the health, safety, and wellbeing of U3A Benalla members, Convenors, and volunteers during periods of extreme heat.

Rationale

U3A Benalla members are older adults who may be more vulnerable to heat-related illness. This policy provides guidance for managing activities safely during hot weather.

1. Heat Triggers

This policy applies when:

- The **Bureau of Meteorology (BoM)** forecasts:
    - Temperatures of **35°C or above**, OR
    - A **Heat Health Alert**, OR
    - An **Extreme / Severe Heatwave Warning**

Local conditions (humidity, consecutive hot days, venue conditions) may also be considered.

2. Activity Modifications

A. Outdoor Activities

Outdoor activities will:

- Normally be **cancelled** when forecast temperature ≥ **35°C**
- Be rescheduled where feasible

Where outdoor activities proceed in warm conditions, members should:

- Wear appropriate sun-protective clothing
- Apply sunscreen
- Wear hats where suitable
- Bring adequate drinking water

B. Indoor Activities

Indoor activities may proceed only if venues are:

- Adequately ventilated or air-conditioned
- Comfortable and safe for members

Activities may be cancelled if indoor conditions become uncomfortably hot.

3. Cancellation Authority

- The **President / Committee / Designated Officer** may cancel or modify activities.
- Convenors may request cancellation where member safety is a concern.

4. Communication

Heat-related changes will be communicated via:

- Email
- SMS (if available)
- Website / social media
- Phone tree where applicable

Notification should occur as early as reasonably possible.

5. Member Safety Guidelines

Members are encouraged to:

- Stay hydrated (bring water to all sessions)
- Wear light, loose, and breathable clothing
- Wear sun-protective clothing for outdoor activities
- Apply sunscreen when exposed to sunlight
- Wear hats and sunglasses where appropriate
- Avoid unnecessary exertion
- Monitor personal health conditions
- Stay home if feeling unwell

No member should feel obliged to attend during extreme heat.

6. Convenor & Volunteer Responsibilities

Convenors and activity leaders should:

- Monitor room temperature and member comfort
- Encourage hydration breaks
- Modify activities to reduce physical strain
- Remind members of sun protection for outdoor sessions
- Report safety concerns to the Committee

7. Vulnerable Members

Recognising increased heat risk:

- Members with known health vulnerabilities should take extra care.
- U3A Benalla promotes awareness but is not responsible for individual medical monitoring.

8. Venue Considerations

Where possible, U3A Benalla will:

- Prioritise air-conditioned venues
- Avoid poorly ventilated rooms in hot weather
- Schedule physically demanding activities earlier in the day

9. Transport & Travel

Members should consider:

- Travel conditions
- Vehicle heat risks
- Personal tolerance for heat

10. Duty of Care

U3A Benalla Inc. acknowledges its duty of care to take reasonable steps to minimise foreseeable risks associated with extreme heat.

11. Policy Review

This policy will be reviewed:

- Annually, OR
- Following significant heat events

12. Authorisation

.This policy was adopted by the Committee of Management of U3A Benalla Inc. on 9 April 2026.

. This policy will be published by the Committee of Management of U3A Benalla Inc. on its website.