



Heatons & Reddish u3a

Health and Safety Policy

Introduction

The [Health and Safety at Work Act 1974](#) only applies to paid workers, although volunteers must still be protected from risks. The u3a aims to ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

Policy

Heatons & Reddish u3a (hereafter “H&R u3a”) aims to provide and maintain safe and healthy conditions and environments for all members during meetings of u3a groups, monthly meetings, activities and events.

Insurance

H&R u3a is covered by insurance provided by The Third Age Trust. Further details about this insurance cover can be accessed on the u3a website www.u3a.org.uk/advice. If any activities are being considered where H&R u3a is unsure whether they are covered, the committee will contact the u3a Office for further advice. The Third Age Trust provides third party liability insurance, although extreme sports and high hazard activities are not covered. Please check before running an activity.

Risk Assessments

H&R u3a will ensure that the Committee, Group Leaders or those responsible for a meeting or event, complete a risk assessment, where applicable. This will be used to identify any risks and explore how they could be mitigated.

H&R u3a is aware that some venues used for meetings/events may already have their own risk assessment. These should be reviewed and where concerns are identified, efforts should be made to ensure they are respected e.g. a venue may state that no more than 5 chairs should be stacked together and or nothing placed in the way of fire escapes. Where relevant, clear instructions and guidance should be provided to anyone who requires it. Further information, guidance and templates concerning risk assessments can be downloaded from the u3a website: www.u3a.org.uk/advice

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Chair or Secretary of H&R u3a should be informed as soon as appropriate. Where a u3a member is involved in an accident or incident whilst taking part in a u3a event H&R u3a will ensure that the relevant persons complete an



incident report (template available to download from www.u3a.org.uk/advice). This must be completed and shared with those who need to have access to it, including the Chair and Secretary, and kept on file. It may also need to be shared with insurers in the event of an insurance claim.

Lone volunteering

There may be occasions where u3a members may be carrying out activities for H&R u3a on their own, for example, opening a venue for a meeting, setting up for a meeting etc. Where this occurs the u3a member should let someone else know where they are. The u3a member should also know who to contact in the event of an incident or accident and ensure they have a means of contact, such as a mobile phone. Activities at height, such as using a ladder, should be avoided.

Manual handling

All u3a members should think about manual handling in advance to avoid injury to themselves and others. Members should not carry out any manual handling tasks if they are not able to manage them and should ask for help from other u3a members.

Venues

Where H&R u3a uses external venues who have their own policies and procedures and risk assessments H&R u3a will ensure these are followed. This will include making sure all u3a members in attendance are aware of what to do in the event of a fire alarm/evacuation. If H&R u3a is hosting an open event this will also include ensuring those who are not u3a members are also informed.

H&R u3a will ensure this policy is kept up to date and reviewed annually.

Related documentation

The following documents are available on the u3a website www.u3a.org.uk/advice to support u3as wishing to develop, approve and adopt this policy:

- Risk assessment templates – including templates for a range of different venues and activities including group meetings at members' houses.
- Risk Management guidance
- Safeguarding Policy and Procedure Sample
- Insurance Cover Note
- Insurance FAQs
- Insurance Overview

This policy was adopted on:

Signed:

Committee role:

Print name:

Policy review date:

