Health and Safety Policy for u3as

Category: Risk assessments

Purpose

It should not be confused with safeguarding. Where safeguarding is about protecting an adult's right to live in safety, free from abuse and neglect, health and safety is about minimising or removing the risk of accidents and injuries.

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

Policy

Wyre Forest & District u3a aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of u3a groups, monthly meetings and at events.

Insurance

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

Risk Assessments

WF&D u3a will ensure the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated. WF&D u3a is aware that some venues used for meetings/events may already have their own risk assessment, these should be reviewed and where mitigations identified, ensure they are actioned. 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 about 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 and the Health and Safety Officer of WF&D 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 WF&D u3a will ensure those who witnessed the event and were involved 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 Committee Chair and kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

Lone volunteering

There may be occasions where u3a members may be carrying out activities for WF&D 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 ensure someone else knows where they are and when they should be expected back. The u3a member should also know who to contact in the event of an incident or accident and ensure they have, for example, their mobile phone with them and avoid activities at height e.g. using a ladder.

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 WF&D u3a uses external venues who have their own policies and procedures and risk assessments WF&D 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 WF&D u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed. *[Note, your u3a may want to develop a check list for what needs to be done before/after a meeting in terms of setting up a venue. If so you can include it in the policy here or as an appendix].*

WF&D 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 develop, approve and adopt this policy:

- Risk assessment templates – including templates for a range of different venues and activities including groups meetings at members' houses.
- Risk Management guidance
- Safeguarding Policy and Procedure Sample
- Insurance Cover Note 2023
- Insurance FAQs
- Insurance Overview

u3a	**Template Health and Safety Policy for u3as**	**The Third Age Trust**
Version	**Description of changes**	**Date**
1.0	Development of new document	16/06/2023

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