

## HEALTH & SAFETY POLICY

### INTRODUCTION

The Committee of Alnwick u3a has agreed this policy, which is based on advice from the Third Age Trust.

Members of the Committee are responsible for monitoring and overseeing the implementation of this policy.

Alnwick u3a is aware that Members are mature and responsible people and that the provisions of this policy are almost certainly being followed as a matter of routine. Our aim is for members to be as safe as possible at all times and we accept our health and safety duties to provide a safe and healthy environment for all.

It is equally the duty of every member to exercise responsibility and to take reasonable care of themselves and of others who may be affected by what they do.

Some Groups have little, or no risk associated with them. It is not practicable therefore to produce guidelines for every eventuality.

Under common law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities. Where something goes wrong, individuals may, in some cases, sue for damages using the civil law if they are injured as a result of another person's negligence.

The Committee has the ultimate responsibility for ensuring that members understand the need to adhere to this policy. The Committee must keep up to date with any new legal requirements as they come into force and ensure that the Policy is reviewed biennially.

## POLICY STATEMENT

1. It is the policy of Alnwick u3a to arrange meetings in an environment that is as safe as is reasonably practicable for all members.
2. Members are expected to do everything possible to prevent hazards and injury to themselves and others when engaged in u3a activities.
3. Group Leaders have an important role to play in this regard, and we ask that all Leaders review what information your group members need. This should include procedures for using special materials or equipment, as well as more general reminders such as the location of fire exits.
4. Any injury suffered by a member or visitor in the course of u3a activities, however slight, must be recorded on an accident form to be retained by the u3a.

The following information is available on the website:

Meeting Checklist (Day of Use)

Walking Groups Risk Assessment

Excursion Checklist

Home Meetings Checklist (Day of Use)

Accident Form