



**BELPER & DISTRICT u3a**  
**SAFETY POLICY AND IDENTIFIED HAZARDS**  
**ISSUE 2**

**Policy**

As Trustees of the Belper and District u3a, your Executive Committee is committed to exercising its duty of care by trying to ensure that the activities of the various Groups and of individual Members are conducted in a safe and responsible manner. To do this, all hazards are identified as far as is possible and their mitigations identified as far as is reasonably practicable by your compliance with this Safety Policy. Accordingly, it needs to try and ensure that all Members are aware of their responsibility to exercise caution and to try to safeguard the safety of themselves and their fellow Members at all times. This requires recognition of the need for, and the adoption of, a watchful safety conscious policy when participating in any Branch or Group activity, seeking to avoid any hazard which may be seen to be present or which may arise. Members therefore need to adopt the policy in a positive way and to respond to any request from a Group Co-ordinator (or a nominated deputy) for the exercise of care in the course of Group activities. This is particularly applicable to those hazards described below, with those Groups whose activities generate identifiable hazards having their own review with its findings recorded accordingly and action taken.

The Committee is aware that Members are mature and responsible people and that the provisions of this statement are almost certainly being followed as a matter of routine. It therefore simply records the need for constant safety awareness and care by all its Members and assumes their routine compliance in the context of mutual regard and insured risk.

In the event of an accident, the use of First Aid could be paramount. A Group shall therefore assure its availability and location. However, the viability of doing this is commensurate with the type of premises being used, if any, for a Group meeting. For example, it would be Strutts' responsibility to assure First Aid generically for all gatherings held on their premises, whether u3a or not. Moreover, it would be unreasonable to expect a householder to assure First Aid for Group meetings held in their own home.

In the event of an accident, you must advise your Co-ordinator who in turn must advise the Chair.

### **Identified Hazards**

Identified hazards and their mitigations are:

1. Obstructions to safe movement – Take care on steps, stairways and uneven floors. Eliminate or cover trailing cables to electrical appliances such as projectors. Any observed obstructions to safe movement should be reported to the building operator directly or via your Group Co-ordinator
2. Fire – Ensure awareness of Fire Safety and evacuation procedures at any premises used by your Group. Report any fire safety concerns to the building operator directly or via your Group Co-ordinator
3. The presence of electricity – Keep one arm behind your back and operate the equipment with your free hand. Do not use equipment with damaged insulation or which could overload or trip the electrical system. If in doubt, leave alone. Report any electrical safety concerns to the building operator directly or via your Group Co-ordinator
4. The need to manually handle items – Do not attempt to lift any heavy or bulky item without help. If in doubt, don't lift
5. Working at height – Do not work at height and if asked to do so politely refuse
6. Potential for an item to fall – Take corrective action if safe to do so. Report such items to the building operator directly or via your Group Co-ordinator
7. Use of tools – If you don't feel sufficiently trained to use a tool then don't use it. Report any tools in an unsafe condition to their owner and to your Group Co-ordinator
8. The presence of hot items. Take care, including the use of protective equipment if necessary, when using such items. Report any concerns to the building operator directly or via your Group Co-ordinator

Other hazards will arise from “normal business”, for example the potential to trap fingers, the potential to walk into things and so on. Normal care and attention should be exercised in mitigating these hazards as would happen in the course of a normal day.

Note that the ultimate mitigation of any hazard is its complete removal.

### **Group Co-ordinator Reporting**

Group Co-ordinators should report any safety items arising via the “Incident Report Form”.

## **Definition of Terms**

**Hazard** – That which may lead to an accident

**Accident** – That which may cause injury, death and / or material loss

**Cause** – An initiating event which may bring about an accident sequence

**Accident Sequence** – A sequence of cause – hazard – accident

**Risk** – The product of accident sequence frequency or probability and its resulting severity

**Safe** – A state where a given risk or collection of risks has / have been reduced to an acceptable level