

# Branston & District u3a Health and Safety Policy



## 1. General Policy Statement

- 1.1 It is the policy of Branston & District u3a to arrange meetings in an environment for all members that is as healthy and as safe as may be considered reasonably practicable.
- 1.2 It is equally the duty of every member to exercise responsibility and to take reasonable care of their own health and safety and that of any other person who may be affected by their actions or omissions. Members are expected to do everything possible to prevent hazards and injury to themselves and others when engaged in u3a activities.
- 1.3 Branston & District u3a will:
  - Book healthy and safe premises for meetings and events;
  - Ensure that any equipment provided is safe and that instructions/training are given on the use of any equipment being used; make sure that members at u3a events and meetings are aware of the evacuation procedures in the event of fire or other emergency situation; the person holding the register is the Fire Marshall. If the fire alarm goes, evacuate the building quickly and calmly to the Assembly Point.
  - Branston & District u3a will keep this policy statement under constant review and make improvements, additions and amendments that from time to time may be deemed necessary.

## 2. Organisational Responsibility

- 2.1 Members of Branston & District u3a Committee (“the Committee”) are responsible for monitoring and overseeing the implementation of the above policy.
- 2.2 The Committee has the ultimate responsibility of ensuring that members adhere to this Health and Safety Policy and Procedure, and to keep up to date with any new legal requirements as they come into force.

## 3. Procedures for carrying out the Health and Safety Policy

- 3.1 All members of Branston & District u3a are expected to adhere to the Health and Safety Procedures as outlined below.
- 3.2 Convenors or other organisers of activities must carry out a Risk Assessment following the appropriate check list provided on the Branston & District website.

## 4. Accidents and Incidents

- 4.1 All accidents should be reported to a Group Convenor or a member of the Committee in the first instance.
- 4.2 A written record shall be kept by the person/s witnessing the accident and a copy given to the group convenor concerned, who should then complete an incident

report form (available on the Branston & District website) and give a copy to the u3a Secretary.

4.3 An accident may be defined as anything that draws blood and/or requires the use of first aid equipment (even where this is merely a plaster).

4.4 All accidents, injuries and illness at u3a meetings or events should be recorded on an incident report form (available on the Branston & District website), however trivial they might seem. The form, when completed, should wherever possible be signed by the 'injured party' as a true record. The form should include the following details:

- Date, time and place of the accident;
- Name and address of the injured or ill person;
- Details of accident, injury or illness;
- First aid treatment given;
- Outcome for the casualty;
- Name, address and signature of the person reporting the accident.