



# 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 a fire or other emergency situation;
  - Branston & District U3A will keep this policy statement under constant review and make improvements, additions and amendments that from time to time as may be deemed necessary.

## 2. Organisational Responsibility

Members of the Branston & District U3A Committee (the Committee) are responsible for monitoring and overseeing the implementation of the above policy.

- 2.1 The Committee has the ultimate responsibility for 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 check list given in Appendix 1.

## 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 witnessing the accident and a copy given to the group convenor concerned, who should then complete an accident report form (see 4.4) 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 accident form (shown as Appendix 2) 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, place of 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 person reporting the accident;
- name, address and signature to whom the accident occurred.

APPENDIX 1

## Branston and District U3A Risk Assessment

<b>Checklist for Convenors or other Activity Organisers</b>	<b>Tick</b>
<p><b><u>All events and activities</u></b></p> <p>1. In the event of an emergency:</p> <ul style="list-style-type: none"><li>• ensure at least one member carried a mobile phone at all times</li><li>• ensure a list of emergency contact telephone numbers is available for all persons on the activity</li><li>• ensure you have a basic first aid kit available</li></ul>	
<p><b><u>Outdoor events and activities</u></b></p> <p>1. Assess the event for strenuous activities such as hill or stair climbing, walking over uneven ground, or any specific hazards en route. Advise members, making it clear that it is his or her responsibility to ensure fitness to take part in the activity.</p> <p>2. Ensure members are aware of the need for suitable clothing and footwear in specific cases, such as walking.</p> <p>3. Ensure there is someone to deputise for group leader in the event of illness, emergency or if leader has to leave group.</p> <p>4. Where larger group numbers are involved, ensure numbers are checked at any breaks in itinerary, e.g. coach stops.</p> <p>5. Where visits to venues such as stately homes are involved, assess availability of access for disabled and advise members of position.</p>	
<p><b><u>Indoor events and activities</u></b></p> <p>1. Assess venue for potential hazards such as trailing wires, inappropriately sited furniture etc.</p> <p>2. Assess availability of access for disabled and advise members of position.</p> <p>3. Ensure safe handling of furniture through use of trolleys etc.</p> <p>4. If equipment to be used, ensure someone is responsible for setting up and removing in a safe manner with due regard to placing of wires, siting of screens, etc.</p>	

**APPENDIX 2**

## **Branston and District U3A Accident Report Form**

<u>Injured Party</u> – give name, address & telephone number:  	
<u>Any others involved</u> – give names, addresses & telephone numbers:  	
<u>Date &amp; Time of Accident:</u>	<u>Location:</u>
<u>Nature of Accident/Circumstances:</u>  	
<u>Injury Details/Property Damage:</u>  	
<u>Person(s) causing injury/damage</u> - give name, address & telephone number (if applicable):  	
<u>Witness(es)</u> Witnessed by: Address: Telephone number:	
<u>Action Taken:</u>  	
<u>Was any specialised assistance required at the scene? If so give details.</u>  	
<u>Was medical advice sought afterwards? If so give details.</u>  	
<u>Injured Party</u> Signed: _____ Date: _____	<u>Group Leader</u> Name: _____ Telephone number: _____ Signed: _____ Date: _____