



## u3a Canterbury & District Health & Safety Policy

### Purpose

This document covers areas of health and safety within our u3a Canterbury & District (u3a C&D). 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.

### Scope

The [Health and Safety at Work Act 1974](#) only applies to paid workers, although volunteers must still be protected from risks. Our u3a will ensure that reasonable care has been taken to avoid harming others and that participants are aware of any significant risks that might affect them.

### Policy

The u3a Canterbury & District 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

The u3a C & D is covered by the insurance provided by The Third Age Trust (TAT). The policy also covers any accidents in private homes/property during a u3a event in that location. Further details about the insurance cover can be accessed on the TAT website [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice). If any activities are being considered that organiser/leader is unsure if they are covered, they will check with the committee for advice, and where necessary a member of the committee will contact the TAT Office for further advice. The TAT provides third party liability insurance however extreme sports and high hazard activities may not be covered. Please check before running an activity.

### Risk Assessments

The u3a C & D has identified activities which require a documented risk assessment. These activities include day trips, holidays, outdoor sporting events and walks. The Committee, Group Leaders or those responsible for them will ensure that they will be completed accurately, and risks controlled. Participants must be made aware of the risks and can make an informed decision whether to participate. The u3a C& D is aware that most 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.

In private homes it is reasonable to assume that the homeowner will provide a safe venue, but any obvious potential hazards should be drawn to the venue host for attention.

Further information, guidance and templates about risk assessments can be downloaded from the TAT website: [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice)



### **Responding to accidents/incidents and dealing with emergencies**

In the event of an incident/accident the Chair or Vice-Chair of u3a C & D 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, the u3a C& D will ensure those who witnessed the event and were involved complete an incident report form (Available to download from the u3a C & D web site/publications). 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 u3a C & D 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 u3a C & D uses external venues who have their own policies and procedures and risk assessments the u3a Canterbury & District 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 the u3a C & D is hosting an open day this will also include ensuring those who are not u3a members are also informed.

The u3a C & D will ensure this policy is kept up to date and reviewed annually.

### **Related documentation**

The following documents are available on the TAT website [www.u3a.org.uk/advice](http://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

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