

## Introduction

The Health and Safety at Work Act 1974 (HASAWA) lays down wide-ranging duties on employers. Employers with five or more employees must have a written health and safety policy and risk assessment/s.

Culm Valley U3A (CVU3A) genuinely cares for all members\* and wants to demonstrate this in this health and safety policy. The policy statement will be reviewed and updated annually, or immediately if there are any major changes to our activities.

**NOTE:** \*CVU3A allows for non-members and guests to attend one monthly meeting and/or interest group meeting, as a taster, with a view to becoming a full paid up member. **For the purposes of this document non-members, guests and associate members are considered as “members”.**

## Setting the scene

CVU3A:

- is a community organisation run by its members for its members
- has no paid staff
- operates using only volunteers
- is co-ordinated by a committee which operates under a constitution approved by the Third Age Trust.
- has no offices

## Activities

- Only \*members may participate in CVU3A activities (please see NOTE above).
- Participation in all activities and meetings is on a voluntary basis.
- Committee meetings and monthly meetings are held at local public venues.
- \*Members attend Interest Groups which together organise a range of activities which are undertaken in public venues, members homes and/or outdoors. Activities might include visits to venues such as theatres, tourist sites and gardens and indoor activities reading, craft, quizzing and other indoor activities.
- \*Members are encouraged to consider their own health and safety and take necessary actions e.g. carrying information re emergency contact name and number and information about allergies and medications.

## Outdoor Activities e.g. walks

CVU3A recommends that individuals participating in any outdoor activity should, as a minimum requirement, carry information including:

- Emergency contact details
- any allergies, and
- medication taken regularly

## Record of Attendance at all meetings

A record of who attended interest group meetings will be kept. This may be the convener/leader or another individual who takes on the responsibility. The purpose of the record is two fold :

1. To ensure that in any emergency situation all attendees are accounted for, and
2. As evidence for insurance purposes.

## Risk Assessments

CVU3A has created this health and safety policy statement, (using the combined template available on the HSE website at [www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc))

For further information and to view our example risk assessments, see [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk).

CVU3A encourage the use of a written Risk Assessments where and when required, or a record that a risk assessment was considered unnecessary for a specific activity.

Overall and final responsibility for health and safety is that of the Chair of CVU3A		
Day-to-day responsibility for ensuring this policy is put into practice is delegated to all Members of CVU3A.		
Statement of General Policy	Responsibility of:	Action/Arrangements
To prevent accidents and cases of <i>work-related</i> ill health and provide adequate control of health and safety risks arising from work activities.	n/a	CVU3A does not operate in a <i>work-place or work-related</i> environment and does not undertake <i>work activities</i>
To provide appropriate advice and guidance on health and safety and risk assessment to groups and Group Leaders/Conveners	Groups Co-ordinator	Groups Co-ordinator provides advice and guidance to Group Leaders/Conveners as and when appropriate.
To engage, consult with and advise members on health and safety as and when required/appropriate	Steering Committee and Group Leaders/Conveners	Evacuation procedures and Fire Safety procedures are highlighted by those leading meetings in public venues
To maintain equipment belonging to CVU3A and ensure it is kept in sound working order.	Steering Committee	To maintain a list of all electrical items purchased by the U3A and to ensure that they are properly PAT tested annually by a qualified person.
Administering First Aid and reporting accidents.	Steering Committee and Groups Co-ordinator	As CVU3A do not have qualified First Aiders, anyone injured will be required to administer their own first aid. If this is not possible an ambulance will be called.  Walk participants will be encouraged to carry some basic first aid items.  The committee will maintain a record of all accidents and ill-health arising from U3A activities.
Signed: (Chair)		Date:
Subject to review, monitoring and revision by:	Steering Committee	Annually or sooner if one or more activities change.

Please see forms on following pages.

### This policy was adopted on:

Signed:

Committee role:

Print name:

Policy review date:

## Walking Group Walks Disclaimer

Walking is one of the healthiest and safest of outdoor activities.

However, neither Culm Valley U3A (CVU3A), nor the Walk Leader/Organiser of the walk(s) has control of the environment of the walks, the weather, any animals or indeed, any of the walkers themselves, and whilst taking appropriate precautions and providing reasonable help and assistance as necessary, they cannot accept responsibility for any circumstances affecting the Health or Safety of the walkers in the party.

Participants on walks should follow the advice/instructions of the Walk Leader in order to minimise any risk to themselves and should also ensure that they do not endanger any others in the party.

### Insurance

Walks organised by CVU3A groups automatically receive Public Liability insurance cover, provided the leaders are U3A Members, through the Third Age Trust. This is designed to protect leaders against claims for damage to property and for injury or death which might have been occasioned on the walk.

This is NOT a personal accident insurance and accordingly participants on walks are responsible for their own Health and Safety and the safe keeping of their equipment, clothing and belongings.

### Basic Information

CVU3A recommends that individuals participating in any outdoor activity should, as a minimum requirement, carry information including:

- contact details of their next of kin,
- any allergies they may suffer from, and
- medication taken regularly

### Children and Dogs

CVU3A Members who wish occasionally to bring children or their dog on a walk should ask for advice from the Walk Leader/Organiser.

### First Aid

A basic first Aid box will be provided by CVU3A. As CVU3A do not have qualified First Aiders, anyone injured and in need of using items from the first aid box will be required to administer their own first aid. If this is not possible an ambulance will be called.

I have read, understood and accept the above disclaimer.

Print your name(s) in capital letters	Sign	Date

## Group Convener/Walk Leader Checklist

Interest Group:		Date:	
Walk Name:		Distance:	
Terrain Type:			

### General Statement

Every effort is made to ensure walks are chosen which match the abilities within the group. Those attending walks are encouraged to ensure that they have about their person an emergency contact name and telephone number, any relevant medical details and a very basic first aid kit.

Should a participant wish to bring one or more children the individual will be responsible for ensuring the safety and well being of child/children.

Should a participant wish to bring one or more dogs they must ensure that the dog/s are kept under control and the dog owner is responsible for their dog at all times during the walk.

Prior to day of the walk	On the day
<b>Provision of information to prospective walkers</b> <ul style="list-style-type: none"> <li>a) Location</li> <li>b) Distance</li> <li>c) Timing</li> <li>d) Linear / Circular Route</li> <li>e) Terrain</li> <li>f) Toilet / refreshment facilities en route</li> <li>g) Meeting point</li> <li>h) Car parking facilities</li> </ul>	<b>Briefing before starting out:</b> <ul style="list-style-type: none"> <li>a) Route</li> <li>b) Duration</li> <li>c) Terrain</li> <li>d) Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with group</li> <li>e) Be prepared to advise inadequately equipped walkers not to go</li> </ul>
During the walk	
<ul style="list-style-type: none"> <li>• Set an appropriate pace for the level of walk</li> <li>• Check the route frequently</li> <li>• Periodically count the number in the group</li> <li>• Other(specify)</li> </ul>	

## Accident Report

Please notify Groups Co-ordinator as soon as the accident has happened, by phone. Please then complete all sections of this report form as comprehensively as possible. Once completed and signed please send to Groups Co-ordinator with any additional appropriate paperwork, photographs, etc.

Form can be completed electronically or printed off and completed by hand.

Details of Accident			
Name of injured person:			
Phone number:			
Name of person writing this report:			
Date of Accident:		Time of Accident:	
Address & Post Code of where the accident happened:			
Circumstances and nature of the accident:			
Injury details:			
Actions taken as a result of the accident including medical assistance:			
Property damaged (if applicable):			
Witness Information			
Witness Name:			
Witness Address:			
Witness Phone number:			
Signatures			
Injured person:		Date:	
Group Leader:		Date:	