

## **Dulwich and District u3a Health and Safety Policy**

### **1 Purpose**

This policy covers areas of health and safety within Dulwich and District u3a. It should not be confused with safeguarding, which has a separate policy. 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.

The Health and Safety at Work Act 1975 only applies to paid workers, although volunteers must still be protected from risks. Dulwich and District u3a 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. Dulwich and District u3a aims to ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

### **2 Insurance**

Dulwich and District u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be found on the u3a website [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice). If any activities are being considered that Dulwich and District u3a is unsure if they are covered, they will contact the u3a Office for further advice before running the activity. The Third Age Trust provides third party liability insurance however extreme sports and high hazard activities may not be covered.

### **3 Risk Assessments**

Dulwich and District u3a will ensure the Trustees, Group Convenors or those responsible for a meeting or event complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated. Dulwich and District u3a is aware that some venues used for meetings/events may already have their own risk assessment, these should be reviewed and where mitigations identified, ensure they are actioned (for example, a venue might state that no more than five chairs should be stacked together and or that nothing is placed in the way of fire escapes). Where relevant, clear instructions and guidance should be provided to anyone who requires it. A 'Dulwich and District u3a Risk Assessment checklist for Interest Groups held in private homes' form is published in the Dulwich and District u3a Group Convenors' Handbook. Further information, guidance and templates about risk assessments can be found on the u3a website: [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice).

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

In the event of an incident/accident the Chair of Dulwich and District u3a 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 Dulwich and District u3a will ensure those who witnessed the event and were involved complete an accident report (form available in the Dulwich and District u3a Group Convenors' Handbook). This must be completed and shared with those who need to have access to it, including the Chair of Trustees, and kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

#### **5 Lone volunteering**

There may be occasions where u3a members may be carrying out activities for Dulwich and District u3a 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, such as using a ladder.

#### **6 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.

#### **7 Venues**

Where Dulwich and District u3a uses external venues which have their own policies, procedures and risk assessments, Dulwich and District u3a 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 Dulwich and District u3a is hosting an open day this will include ensuring those who are not u3a members are also informed.

<b>Version</b>	<b>Date</b>	<b>Lead Author</b>	<b>Approved by/date</b>	<b>Review date</b>
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