



# EAST MEDWAY

THE UNIVERSITY OF THE THIRD AGE

## HEALTH AND SAFETY POLICY

Your committee is aware that members are mature and responsible people and that the provisions of this statement are almost certainly being routinely followed. We would emphasise the need for **constant safety awareness and care** by all members and assume routine compliance in the context of mutual regard.

**It is every individual's responsibility to have regard to their own safety, and that of others.**

### Meetings in hired venues

It is the responsibility:

- of the committee members:
  - to ensure Fire Exits are accessible before any meeting convenes.
  - to ensure that the whereabouts of Fire Exits and Toilet facilities are publicised before every meeting.
  - to ensure their safety, and that of members, when setting up for meetings.
- of all members attending:
  - to take care when moving about the meeting venue.
  - to ensure that any spillages or slip hazards are immediately notified to a committee member or a staff member of the venue.
  - to ensure they sign in as present at every meeting.

### Meetings in buildings made available to us but which are not hired

It is the responsibility:

- of the relevant group leader(s):
  - to ensure that the whereabouts of Fire Exits and Toilet facilities are publicised before every meeting.
  - to ensure their safety, and that of members, when setting up for meetings.
- of all members attending:
  - to take care when moving about the meeting venue.
  - to ensure that any spillages or slip hazards are immediately notified to the group leader or a staff member of the venue.
  - to ensure they sign in as present at every meeting.

## **Groups meeting in members' homes**

It is the responsibility:

- of venue owners:
  - to ensure that exits are available and notified to the members at the beginning of the meeting.
- of all members attending:
  - to notify any accidents to the venue owner immediately they occur or are discovered.
  - to take care when moving about the venue
  - to ensure they sign in as present at every meeting.

## **Groups meeting outdoors**

It is the responsibility:

- of the relevant Group organiser(s):
  - to ensure that members are apprised of any known hazards on routes likely to be taken.
- of all members attending:
  - to give consideration to their own physical and mental abilities before undertaking any group activity.
  - to wear suitable clothing and footwear to match the nature of the outing, and to ensure they are supplied with such equipment (water, rainwear, insect repellent etc) as is likely to be used.
  - to ensure they sign in as present at every meeting.