

Health and Safety Policy: Harrogate u3a

Statement of intent

1. The policy of the Harrogate u3a is to provide and maintain a safe and healthy environment at all our meetings and events, for all our members, prospective members, plus any other people who are directly affected by our activities, such as members of the public.

Responsibility

1. Overall responsibility for health and safety at all activities organised by the Harrogate u3a lies with the Harrogate u3a committee. This responsibility will be delegated to named committee members, group leaders and members as appropriate for undertaking groups activities, meetings and events. These persons shall be responsible for ensuring that this policy is upheld.
2. For all events the responsible person shall be named in advance and their name shall be noted on any relevant risk assessments. All participants involved shall be made aware of who is responsible for health and safety.

General arrangements

1. The main activity of the Harrogate u3a is to organise academic & social activities. A risk assessment shall be carried out before the start of every one-off activity. This shall include assessing risk as it relates to all aspects of the safety of the activity including: equipment; venue; volunteers; attendees. Appropriate precautions shall be taken to minimise hazards and mitigate risk of danger.
2. Where the Harrogate u3a runs ongoing regular activities at the same venue, such as committee meetings, open meetings and group meetings, then one, initial general risk assessment of the event/activity/equipment/venue should be made and then regularly reviewed and updated when appropriate.
3. Every endeavour should be made to have a trained first aider present at events which are open to the public.
4. A person responsible for an activity must make sure all helpers and participants at the activity are aware of the location of fire exits and general safety notices in force locally.
5. All helpers and participants should be made aware of the precautions they need to take as noted on the relevant risk assessment.
6. No person responsible for an event shall run it on their own, and at least two persons should stay at an event until it is finished and the last attendees have left.
7. Harrogate u3a is covered by the Third Age Trust's Public Liability Insurance.
8. Harrogate u3a committee shall maintain a suite of generic **Guidance Notes** which will provide group leaders/members with specific advice and guidance on the safety aspects of carrying out various types of activity such as, walking, coach trips, sport activities.
9. Harrogate u3a shall maintain a reporting system based on an **Incident Report Form** procedure for recording all incident related events. All group leaders and event organisers should be in possession of blank forms. Each completed form shall be kept securely for a period of 3 years by the Secretary in a manner readily available for audit.
10. **Safety considerations** should be included as an agenda item for all relevant Committee and Event discussions. Any subsequent decisions, comments are to be clearly recorded for future reference. One member of the committee should be nominated to take a lead role in safety matters.

Review

This policy shall be reviewed every year

Date.....

Signature, Acting Chair, Anne McKillop, OBE.....

Signature Secretary, Stella Barclay.....