

Hu3a Health and Safety Policy Statement

Introduction

In the following document, the term *members* is taken to include anyone attending an Hu3a event in any capacity ie paid up members, volunteers, visitors, guest speakers etc.

Notwithstanding any obligations placed on Hu3a by way of The Health and Safety at Work Act 1974, Hu3a aspires to best practice so as to protect its members from risks to their health and safety while engaged in Hu3a activities. The responsibility for ensuring this lies with the Hu3a Committee.

This duty of care extends to members while in premises used in connection with Hu3a activities.

All members should be made aware of this policy. Specific training for group leaders/event organisers will be arranged as necessary.

Specifics

Most, if not all, Hu3a activities take place in external venues. Accordingly, the tasks required to ensure effective implementation of u3a's duty of care include:

- Group Leaders/Event Organisers should make themselves aware of the guidelines for safety and security provided by the venue being used, know the procedures for alarm and evacuation in the event of fire, and ensure members are aware of this. In the event of an incident/accident occurring, the Group Leader/Event Organiser is responsible for ensuring these guidelines are followed, with particular attention to vulnerable members with hearing/sight/mobility issues.
- Venue holders should be encouraged to undertake Risk Assessments of their premises and to make these available to Hu3a group leaders/event organisers. Where a Risk Assessment is not available, group leaders/event organisers should consider possible hazards and advise members accordingly. A written record of that advice should be kept. While, in practice, the range of risks likely to be encountered in preparation and running of Hu3a events is relatively small (and includes, for example, slips and trips; obstructions to mobility; lifting and carrying; and use of kitchen equipment) appropriate care should be taken in all cases.
- Where no caretaker, site manager etc is available, group leaders/event organisers should have a mobile phone in order to summon help in case of an emergency;
- For larger meetings (eg Open Meetings in the Methodist Church) every effort should be made to ensure a qualified first aider is present. The Committee should investigate the possibility of offering/funding such training to selected volunteers;
- Hu3a will regularly check and record the Public Liability Insurance of all venues used;
- For events held in members' homes, the host is advised to consider possible hazards and inform members accordingly. A written record of that advice should be kept;
- Accidents/incidents must be recorded and formally reported to the Secretary, who will discuss any necessary action needed/taken with the Committee;

- Members should inform the Hu3a Committee, via the Secretary, of any concerns arising from H&S issues. The Committee will investigate and report back within two weeks, ensuring that any agreed action is undertaken;
- All Committee members will be responsible for maintaining a watching brief on new legislation.

Approved by Hu3a Committee 5 April 2022