

Pershore and District u3a Health and Safety Policy

Date approved	09/11/2020
Approved by	P & D U3A Committee (See Committee Meeting minutes: 09/11/2020)

Version history

Version	Date	Author	Change summary
1		U3A Office	0
2		Mary Gleaves, Elizabeth Peel	

1. Introduction

This policy is to be read in conjunction with the Group Leaders' Handbook

Members of the Pershore & District u3a Committee are responsible for monitoring and overseeing the implementation of this policy. The Committee has the ultimate responsibility for ensuring that members comply with this policy and to keep up to date with new legal requirements as they come into force.*

It is equally the duty of every member, to exercise responsibility and to take reasonable care of their own health and safety and that of any other person who may be affected by their actions or omissions (Health and Safety at Work, etc. Act 1974 Section 7).*

Members are expected to do everything possible to prevent hazards and injury to themselves and others when engaged in u3a activities. Group Leaders have an important role to play in this regard and this should include procedures for using special materials or equipment, as well as more general reminders about the location of fire exits, for example.

2. Pershore & District u3a will ensure that

- Suitable, safe and accessible premises for meetings, activities and events are booked.
- Members are informed at events and meetings of evacuation procedures in the event of a fire or other emergency situation.

Any equipment provided is safe for use and that instructions/training are given on the use of any equipment. Records should be kept where appropriate to confirm regular testing and servicing of equipment.

- Risk assessment checklists for venues, walks, workshop activity and electrical testing have been produced by the Third Age Trust. Copies are available from the Secretary of the Committee. The checklists also help in increasing awareness of possible risks, but sensible behaviour is the key phrase.

- *Importantly, no-one is expected to make expensive changes to their own homes or equipment, but to be aware, and, where it's not practicable to remove the risk, make group members aware of possible risks that exist.*

3. Responsibilities of the Group Leaders

Each Group Leader should maintain a register of attendees and be acquainted with the fire policy procedures of the premises which are being used.

The Group Leader should:

- Identify all fire exits and the outside assembly points.
- Ensure that means of escape are known to all members and clear of any obstructions.
- Ensure, if safe to do so, that all people have left the premises used for the event or activity.
- Inform the emergency services if anyone is unaccounted for or still inside the premises
- Ensure that personal baggage, cables etc. are tidied away and spillages are cleared immediately to avoid slips and trips.
- Inform venue management of any hazards identified.
- Seek advice from the Pershore & District u3a regarding any Health and Safety concerns.

4. Persons leading an outdoor activity should

- Ensure that members are equipped with appropriate clothing, footwear, mobile phones etc. for the activity undertaken
- Identify hazards and recommend measures to reduce or eliminate them
- Reconnoitre walks etc. in advance and warn members of potential hazards.
- If necessary, take responsibility to modify or cancel an activity, according to conditions (e.g. floods, heat wave, underfoot, vegetation, cattle) at the time.
- Ensure a responsible person is identified as co-leader / deputy to take over activity in event of emergency

5. **Accidents, injuries and illness** at u3a meetings or events should be reported. A written record shall be kept by the person witnessing the accident and a copy given to the Group Leader concerned, who should then complete an incident report form and give a copy to the Secretary of the Executive Committee.

Incident report forms can be found in the Group Leaders' Handbook with further copies available on Pershore & District u3a website.

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Date: 09/11/2020
Review date: In line with u3a Office

*From March 2020 the activities of Pershore & District u3a have been affected by restrictions, guidance and advice during the Corona Virus pandemic.

Pershore & District u3a will ensure that at all times the activities of the organisation will comply with government, local authority and National u3a restrictions, guidelines and advice to ensure a COVID-19 safe environment for all members. Adopted protocols will be regularly reviewed and amended where necessary to ensure continued compliance.