

HEALTH & SAFETY POLICY

Pontesbury & Rea Valley u3a (hereafter called “PRV u3a”) takes seriously its responsibility for the health and safety of its members and to the public on PRV u3a business including during the meeting of u3a groups, monthly meetings and at events. This policy lays out the responsibilities of both PVR u3a committee and PRV members. Members are made aware of this policy on joining and this policy is made available to all PRV members via our website. Any changes to the Health and Safety Policy will be notified to members via the newsletter.

Risk assessments

If the Committee has not already done a Risk Assessment, PRV u3a will advise Interest Group coordinators or those responsible for a meeting or event to carry out an appropriate risk assessment for any new event and at least every 3 years for regular events, utilising the venue’s own risk assessment where applicable. These will be used to identify any risks and explore how they could be mitigated. Any unusual risk issues above the normal will be notified to the members on joining the interest group or if this changes.

Accidents or Incidents

Every accident or incident must be recorded by the group coordinator on the Incident Form and will report this as soon as possible to the Groups Facilitator on the committee, who will share this with those who need to have access to it, including the Committee Chair. Where possible, remedial action will be taken to prevent re-occurrence. For serious injuries or illness, the coordinator will call an ambulance and contact the members emergency contact. A record of the incident will be retained for three years. Incident Forms can be downloaded from the “About Us” section of the website.

Member’s responsibilities

Whilst every effort has been made to ensure a safe environment, all members are responsible for their own health and safety and their actions in relation to others. Members should:

- Take reasonable care and attention of potential risk hazards, e.g., steps, uneven surfaces and other trip or slip hazards, especially in wet or icy or extreme weather conditions.
- Ensure you are aware of, or have been made aware of, all the exits in a house or building used for a session and exit a building immediately in event of fire or fire alarm.
- Wear suitable clothing and footwear, bringing adequate water, and safe equipment for the activity in hand.
- Be aware of your own fitness, health and physical limitations and bring this to the attention of the coordinator if this may affect your safe inclusion in a session. Do not attend a session if feeling unwell or outside your limitations.
- If applicable, take care when moving any equipment, utilising the appropriate number of people. Do not attempt this if beyond your limitations e.g., moving a table tennis table.
- In activity groups, be aware of the danger of collision with other members (or walls) and moderate your movement accordingly
- If carrying out u3a activities for PRV u3a on their own, members should ensure someone knows where there are, when they are expected back, have emergency contacts available, a mobile phone and avoid activities at height.
- In the event of an injury or incident, inform the coordinator and ensure an incident form is completed together with the coordinator.

Insurance

PRV u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the u3a website www.u3a.org.uk/advice. The Third Age Trust provides third party liability insurance however extreme sports and high hazard activities may not be covered. If any activities are being considered that PRV u3a is unsure if they are covered, PRV u3a will contact the u3a Office for further advice.

Reviews

- Health and safety (including accident reports) is a permanent agenda item for review at every committee meeting.
- PRV u3a Health and Safety Policy and associated documents and procedures will be reviewed annually.

Adoption and Reviews

First version adopted: March 2023

Reviewed: November 2023 (Updated to incorporate new Third Age Trust H&S policy issued 16 June 2023)

Second version adopted: December 2023

Next Review date: December 2024