

Seaford u3a: Health and Safety Policy

1. Scope of this policy

This document describes the Seaford u3a Health and Safety Policy. It applies to all activities organised with the approval of Seaford u3a Committee.

2. Responsibility for enforcement

2.1 Committee

Members of the Committee are responsible for monitoring and overseeing the implementation of the policy. The Committee has the ultimate responsibility for ensuring that members are fully informed of their duty and to keep up to date with any new legal requirements as they come into force. The Committee may delegate their responsibilities to an individual Committee member, known as the *Health and Safety Advisor*, who shall report to the Committee when necessary (e.g. if she/he becomes aware of an unusual situation involving H&S).

2.2 Members

The Committee is aware that Members are mature and responsible people, and it is equally the duty of every member to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions (based on Health and Safety at Work Act 1974 Section 7). Members are expected to do everything reasonably possible to prevent hazards and injury to themselves and others when engaged in u3a activities.

2.3 Group Leaders; the Downs Talks/Seasonal Talks Organiser; Social Events Organisers; and Day Trips/Visits Leader. (Leaders for brevity).

Leaders have an important role to play in regard to Health and Safety, and all activities should be arranged in an environment that is as healthy and as safe as is considered reasonably practicable. Leaders should keep a register of all members participating. Any potential hazards should be drawn to the attention of participants in advance. Leaders should ensure that any equipment or material provided is safe and that instructions/training are given on the use of any unfamiliar equipment or material being used, where it is reasonably considered necessary.

3. Check Lists

Simple check lists for use by Leaders are given below. They cover: Home Groups; Hall Groups; Downs Talks and Seasonal Talks; Coffee mornings and similar social events; Walks/outdoor activities; and Day trips/visits. These lists are not exhaustive, and only cover common situations. Some more detailed check lists are available on the Third Age Trust website:

<https://www.u3a.org.uk/advice/risk-assessments>.

3.1 Home Groups

- a. Any difficulties with access for wheel chair users and the less mobile. (Members are not expected to make improvements to the access.)
- b. Any pets in the house in case of allergies.

3.2 Hall groups

- a. Knowledge of the Health and Safety Policy of the venue.
- b. Any difficulties with access for wheel chair users and the less mobile.
- c. Location of fire exits and assembly points.
- d. Any cables or other trip hazards should be out of the way or are adequately covered.
- e. There are cloths etc. available to clear any liquid spills if appropriate.

3.3 Downs Talks and Seasonal Talks

- a. Knowledge of the Health and Safety Policy of the venue.
- b. Any difficulties with access for wheel chair users and the less mobile.
- c. Location of fire exits and assembly points.
- d. Any cables or other trip hazards are out of the way or are adequately covered.

3.4 Coffee mornings and similar social events

- a. Knowledge of the Health and Safety Policy of the venue.
- b. Any difficulties with access for wheel chair users and the less mobile.
- c. Location of fire exits and assembly points.
- d. Any cables or other trip hazards are out of the way or are adequately covered.

3.5 Walks/outdoor activities

- a. Advise members where necessary of the need for appropriate clothing and footwear suitable for the activity.
- b. Reconnoitre walks etc. in advance and warn members of potential hazards.
- c. Note the weather forecast and decide if the event should be cancelled or postponed.
- d. If the group is large have a “backstop” to ensure no one is left behind.
- e. If going “off road” ensure a responsible person is identified as deputy to take over the activity in event of emergency.
- f. If going “off road” ensure a participant carries a mobile phone and check availability of a signal.
- g. If going “off road” ensure a responsible person carries a first aid kit.

3.6 Day Trips/Visits

- a. Knowledge of the Health and Safety Policy of the venue(s) to be visited.
- b. Take a list of next of kin in case of an accident befalling a member during the outing. Send a copy to the Secretary before the trip starts.
- c. Have a deputy leader available in case the normal leader is unavailable on the day.
- d. Inform potential participants about any access difficulties (e.g. flights of stairs or uneven surfaces underfoot) or the need to walk long distances.

4. Incident Reports

All accidents, injuries and illness at u3a meetings or events should be reported to a member of the Committee. A written record shall be made by a member who witnessed the accident and a copy given to: the Downs Talks/Seasonal Talks organiser, or the Groups Coordinator, or the Health and Safety Advisor (if there is one), who should then complete the *Incident Report* form (available

from the Secretary) and give a copy to the Secretary (Anne Burrowes: dunterley@gmail.com, who should keep it for three years.

The above Policy was adopted by Seaford u3a

On: 9 May 2022

Signed: 

Print name: Les Fothergill

Committee role: Chairman

Review of the above undertaken three years from the above date:

On: _____ (*date*)

Signed: _____

Print name: _____

Committee role _____