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Change Log

Version	Summary of changes
Jan 2021	First Draft A. G Olsson.
Feb 2021	Approved EC mtg 11 Feb.

1. Scope of this Policy

This policy applies to the running of Shipston on Stour Area U3A ('SOSAU3A'). The policy identifies that SOSAU3A has an obligation to look after the Health and Safety of anyone who attends a U3A function and defines what the organisation should do. The policy is reviewed on an ongoing basis by the SOSAU3A Executive Committee to ensure that SOSAU3A remains compliant.

2. General Policy Statement

2.1 It is the policy of SOSAU3A to arrange meetings in an environment for all members that is as healthy and as safe as may be considered reasonably practicable.

2.2 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. Members are expected to do everything possible to prevent hazards and injury to themselves and others when engaged in U3A activities.

2.3 SOSAU3A will:

- book healthy and safe premises for meetings and events.
- ensure that any equipment provided is safe and that instructions/training are given on the use of any equipment being used.
- make sure that members at U3A events and meetings are aware of the evacuation procedures in the event of a fire or other emergency situation.
- SOSAU3A will keep this policy statement under constant review and make improvements, additions and amendments that from time to time as may be deemed necessary.

3. Organisational Responsibility

Members of the SOSAU3A Committee (the Committee) are responsible for monitoring and overseeing the implementation of the above policy.

3.1 The Committee has the ultimate responsibility for ensuring that members adhere to this Health and Safety Policy and Procedure and to keep up to date with any new legal requirements as they come into force.

4. Procedures for carrying out the Health and Safety Policy

4.1 All members of SOSAU3A are expected to adhere to the Health and Safety Procedures as outlined below.

4.2 Convenors, or other organisers of activities, must carry out a Risk Assessment following the check list given in Appendix 1 of the Interest Group Leaders Guidelines.

5. Accidents and Incidents

5.1 All accidents should be reported to a Group Convenor or a member of the Committee, in the first instance.

5.2 A written record shall be kept by the person witnessing the accident and a copy given to the group convenor concerned, who should then complete an accident report form (see 4.4) and give a copy to the U3A Secretary.

5.3 An accident may be defined as anything that draws blood and/or requires the use of first aid equipment (even where this is merely a plaster).

5.4 All accidents, injuries and illness at U3A meetings or events should be recorded on an accident form (shown as Appendix 2 of the Interest Group Leaders Guidelines.) however trivial they might seem. The form, when completed, should wherever possible be signed by the 'injured party' as a true record.

The form should include the following details:

- date, time, place of accident.
- name and address of the injured or ill person.
- details of accident, injury or illness.
- first aid treatment given.
- outcome for the casualty.
- name, address and signature of person reporting the accident.
- name, address and signature to whom the accident occurred.

This policy was adopted on: 11/02/2021

Signed: C Green Committee role: Chair

Print name: Caroline Green

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