

## Health and Safety Policy

### Statement

This is the health and safety policy statement of: Stansted Mountfitchet u3a.

Our health and safety policy is to

- prevent accidents and cases of activity-ill health
- manage health and safety risks in our environment
- provide clear instructions and information, and adequate training (if necessary) to ensure members are competent to carry out activities
- consult with our members on matters affecting their health and safety
- provide and maintain safe resources and equipment
- ensure safe handling and use of substances if applicable
- maintain safe and healthy activity conditions
- implement emergency procedures, including evacuation in case of fire or another significant incident.
- review and revise this policy regularly

### Responsibilities for health and safety

1. Overall and final responsibility for health and safety:

Chairman of Stansted Mountfitchet u3a

2. Day-to-day responsibility for ensuring this policy is put into practice:

Committee and Group Leaders of Stansted Mountfitchet u3a

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

All group leaders: safety, risk assessments, consultation with group members, accidents, first aid and activity related health

All group leaders: monitoring, accident investigation, emergency procedures, fire and evacuation

Chair (at General Meetings): emergency procedures, fire and evacuation

Committee/Group leaders: Maintaining equipment (as appropriate), information, instruction and supervision, training.

4. All members of Stansted Mountfitchet u3a should:

- co-operate with committee members and group leaders on health and safety matters
- take reasonable care of their own health and safety

## **Arrangements for health and safety**

### **Risk assessment**

1. Relevant risk assessments will be completed as necessary by committee members or group leaders and action will be taken where deemed necessary
2. Review of risk assessments as/when conditions change

### **Training**

3. The Committee will give members and group leaders health and safety instruction and provide appropriate training
4. The committee/ group leaders will make sure suitable arrangements are in place for members at all activities

### **Consultation**

5. The committee will consult members routinely on health and safety matters, as they arise and formally through policy review

### **Evacuation**

6. The committee/group leaders will point out escape routes and ensure they are signed and kept clear at all times
7. Evacuation plans at general meetings are updated as necessary

Reviewed 9<sup>th</sup> August 2023

Review date: August 2025