

Tenterden U3A Health and Safety Policy

As Trustees, Tenterden U3A Committee has a duty of care to ensure its U3A members are safe during any activity or meeting.

To fulfil this obligation, Tenterden U3A has:

- A Health and Safety Officer, who will monitor and update the policy and risk assessments as appropriate and communicate with the members;
- Risk Assessment checklists for venues, walks and workshops to be completed by the Group Leader or the Health and Safety Officer as appropriate;
- Incident forms which should be completed and given to the Health and Safety Officer;
- ICE cards, giving each member's chosen contact in case of emergency;
- A list of equipment and record of PAT testing, to be maintained by the Health and Safety Officer.
- A plan for the committee members for procedures in the event of fire or similar emergency at the monthly meeting, which will be discussed annually at the first committee meeting after the AGM;
- Procedures to communicate safety guidelines to members: the exit routes and muster point will be explained to members at the monthly meetings in September and January and displayed on the welcome desk in the hall.

As mature and responsible adults, each member is responsible for his/her own and others' safety at all times.

Risk Assessment Forms

Venue Risk Assessment

Venue Checklist (for day of use)

Walk Leader Risk Assessment Checklist

Workshop Activity Risk Assessment Checklist

Risk Assessment for Monthly Meetings

Outdoor Activity Risk Assessment Checklist

Version 1.0 April 2019, reviewed and approved July 2019, updated July 2020 with the addition of the Outdoor Activity Risk Assessment