



GUIDANCE TO GROUP LEADERS ON HEALTH & SAFETY AND RISK

healthandsafety@thornbury3a.org.uk

INTRODUCTION

The vast majority of the membership of the Thornbury U3A are retired from paid work and join groups to learn and enjoy life with others of similar interests. We are, generally, not involved in high risk activities, our “motto”, on safety, should be “use your common sense” and we should keep everything as simple as possible. We do not want to generate a mountain of paperwork or the electronic equivalent.

Most meetings take place in homes or local halls which will almost always be low hazard and low risk.

Activities such as cycling or sailing are clearly more hazardous and higher risk and should comply with the Highway Code and the maritime equivalent.

This guidance is intended to apply to members during any group activity ONLY and not travelling to or from meetings.

Group leaders are assumed to run their groups in good faith, unless they behave recklessly, and group members are responsible for their own participation at all times. Each member should be aware of their own safety situation and that of other members of the group.

The Third Age Trust, to which Thornbury U3A is affiliated, provides third party insurance for group activities. Any non-U3A member is not covered, unless such person is attending a group on a trial basis as per the Constitution. This is why only paid-up members may attend activities.

VENUE ASSESSMENT

Any venue should be assessed for safety and risk. (Where a venue is hired, details should already be available from the operator.)

The following list of questions should be asked by the group leader or designated person: -

Is access suitable including for limited mobility members?

Is the area free from trip hazards and obstructions?

Is there adequate emergency egress? Are exits signposted?

Is there a fire alarm? Emergency lighting? Emergency procedure? A meeting point?

If there is a kitchen which will be used, is it clean and hygienic?

Are toilet facilities adequate and clean?

Are all portable electrical appliances in good order and “PAT” tested, labelled AND is the label up to date?

Is there a first aid box?

Are there any relevant Government directives relating to viruses or other issues?

This list is not necessarily exhaustive, there may be other factors specific to the location.

Please see attached report form.

It is suggested that a quick visual check should be completed before each meeting on those items which may change, e.g. trip hazards. At each meeting members should be briefly reminded of safety issues, highlighting emergency exits and procedures.

HIGHER RISK ACTIVITIES

Generally outdoor activities including sailing, cycling and some forms of walking may involve higher risk. We suggest that you produce a brief on risks involved and how you would deal with any incidents including accidents or persons going missing.

Please send a copy to healthandsafety@thornburyu3a.org.uk

THIRD PARTY OPERATIONS

Where you are using third parties such as coaches or travel agents you should ensure that they have adequate insurance and emergency procedures.

If you find problems obtaining such information please report to healthandsafety@thornburyu3a.org.uk and the Committee will decide if any action is necessary.

REPORTING ACCIDENTS OR INCIDENTS

Where an accident or incident occurs during any Thornbury U3A group activity take all necessary steps to ensure the health and safety of all persons involved including calling emergency services when necessary.

Where appropriate, incidents should be reported to healthandsafety@thornburyu3a.org.uk

The following information should be included: -

Which group.

Names, addresses and contact details of the person reporting the incident, persons involved, witnesses.

The location, time and date.

Details of what occurred.

Involvement of emergency services.

Outcome.

Any further action required.

Any other information considered appropriate.

Please do not report any incidents involving members travelling to or from meetings.

SUMMARY

These guidelines have been kept concise to reduce workload and paperwork. They are intended to keep us all aware of the need for assessing risk and health& safety issues during our group activities. Stay safe.

Any suggestions for improvement from group leaders would be welcome. Please write to: -
healthandsafety@thornburyu3a.org.uk

Issued 24 July 2020

Draft amended 10 September 2020

IFM

Final draft 14 September 2020

ACCIDENT REPORT FORM: THORNBURY U3A

Please send any report by email to healthandsafety@thornburyu3a.org.uk

Name of injured party/address/telephone number:	
Name/address/telephone number of others involved:	
Date/Time of Accident:	Location:
Nature of Accident/Circumstances:	
Injury Details/Property Damage:	
Name/address/telephone number of person causing injury/damage:	
Witnessed by: Address: Telephone number:	
Action taken:	
Was any specialised assistance required at the scene? If so, give details:	
Was medical advice sought? If so, give details:	

Name of Group Leader.....

Telephone number.....

Signed..... (Injured party) Signed.....(group leader)

Date