

HEALTH & SAFETY POLICY

Date Adopted: August 2023

Updated:

Date of Next Review: August 2025

1. Purpose

This document covers areas of health and safety within Wendover u3a. It should not be confused with safeguarding. Where safeguarding is about protecting a person's right to live in safety, free from abuse and neglect, health and safety is about minimising or removing the risk of accidents and injuries.

2. Scope

The Health and Safety at Work Act 1974 only applies to paid workers, although volunteers must still be protected from risks. Wendover u3a should ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

Wendover u3a aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of u3a groups, monthly meetings and at events.

3. Insurance

Wendover u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the advice page of the u3a website. The Third Age Trust provides third party liability insurance, however extreme sports and high hazard activities may not be covered. If any activities are being considered that Wendover u3a is unsure if they are covered, they will contact the u3a Office for further advice.

4. Risk Assessments

Wendover u3a will ensure the Committee, Group Convenors or those responsible for a meeting or event complete a risk assessment. These will be used to identify any risks and explore how they could be mitigated. One risk assessment may cover multiple meetings of a group as long as no additional hazards have been identified since completing the last checklist.

Wendover u3a is aware that some venues used for meetings/events may already have their own risk assessment, these should be reviewed and where mitigations identified, ensure they are actioned. For example, a venue may state that no more than 5 chairs should be stacked together and or nothing placed in the way of fire escapes. Where relevant, clear instructions and guidance should be provided to anyone who requires it. Further information, guidance and templates about risk assessments can be downloaded from the advice page of the u3a website.

5. Responding to accidents/incidents and dealing with emergencies

Wendover u3a will encourage all members to complete and carry the 'In Case of Emergency' (ICE) card they have been issued with to all meetings and activities. The ICE includes information on who to contact in the case of an emergency and details of any health conditions or medications recorded by the member.

In the event of an incident/accident the committee of Wendover u3a should be informed as soon as appropriate. Where a u3a member is involved in an accident or incident whilst taking part in a u3a event, Wendover u3a will ensure those who witnessed the event and were involved complete an Accident Report Form and sent it to the Wendover u3a Secretary. This must be completed and shared with those who need to have access to it, including the Committee Chair and kept on file for three years. It will also need to be shared with the insurers in the event of an insurance claim.

6. Lone volunteering

There may be occasions where u3a members may be carrying out activities for Wendover u3a on their own. For example, opening a venue for a meeting, setting up for a meeting, etc. Where this occurs the u3a member should ensure someone else knows where they are and when they should be expected back.

The u3a member should also know who to contact in the event of an incident or accident and ensure they have, for example, their mobile phone with them and avoid activities at height, e.g. using a ladder.

7. Manual handling

All u3a members should think about manual handling in advance to avoid injury to themselves and others. Members should not carry out any manual handling tasks if they are not able to manage them and should ask for help from other u3a members.

8. Venues

Where Wendover u3a uses external venues which have their own policies and procedures and risk assessments Wendover u3a will ensure these are followed. This will include making sure all u3a members in attendance are aware of what to do in the event of a fire alarm/evacuation. If Wendoveru3a is hosting an open day this will also include ensuring those who are not u3a members are also informed. Where appropriate a check list may be developed outlining what needs to be done before/after a meeting in terms of setting up a venue.

9. Related documentation

The following documents are available on the u3a website www.u3a.org.uk/advice to support this policy:

- Risk assessment templates – including templates for a range of different venues and activities including groups meetings at members' houses.
- Risk Management guidance
- Safeguarding Policy and Procedure Sample
- Insurance Cover Note
- Insurance FAQs
- Insurance Overview

| Version | Purpose / Change |
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| August 2023 | Initial version based on ' <i>Template Health and Safety Policy for u3as</i> ' dated 16/06/2023 with line added in Paragraph 4 to say one risk assessment may cover multiple meetings of a group and a paragraph about ICE cards included at the beginning of Paragraph 5. |