

INDEX

PART A: HEALTH AND SAFETY

Part A provides guidelines on how Health and Safety applies to typical u3a activities and all members.

PART B: RISK ASSESSMENT PROCESS

Key topics include:

Guidelines and Requirements

How the process is implemented, recorded, and reviewed

FIGURES

Fig. 1 RISK ASSESSMENT PROCESS DIAGRAM

APPENDICES

APPENDIX A	Activity Risk Assessment Form Guidance Notes
APPENDIX B	Personal Risk Assessment Form and Guidance Notes
APPENDIX C	Activity Disclaimer
APPENDIX D	Incident/Accident Report Form

RELATED DOCUMENTS

Wymondham u3a Data Protection Policy and Privacy Notice

Wymondham u3a Equality, Diversity, and Inclusivity Policy

Wymondham u3a Safeguarding Policy

DOCUMENT CONTROL

Prepared by: J. A. Peat

Committee role: Vice Chairman

Policy review date: October 2023

Issue	Revision	Date	Comments
I		Nov. 2023	Initial issue

PART A: HEALTH AND SAFETY

1. Purpose.

The purpose of this document is to identify a practical approach to the Health and Safety conditions and environments for all activities undertaken by Wymondham u3a members. It should not be confused with safeguarding. Where safeguarding is about protecting an adult'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.

Activities organised by Wymondham u3a automatically have Public Liability Insurance cover through the Third Age Trust, provided the activity leader is a u3a member,. This is to protect Trust Officers, Group Leaders, and Members for damage to property or person(s) caused as part of the activity.

The aim is to make sure that the activities undertaken within Wymondham u3a are as safe as possible. This Policy has been prepared to comply with the recommendations of the Third Age Trust to meet their requirements covering overarching Insurance Policies, Inclusivity, Accessibility and Safeguarding Requirements, and the legal requirement of data protection. Wymondham u3a has prepared its own suite of Policy Documents defining how the Branch intends to comply with all these integrated requirements.

2. Scope

2.1. This duty of care applies to all members of Wymondham u3a. The Third Age Trust recommend a process of Risk Assessments (RA) as the way of complying with the overall requirements. To meet the above requirements any process(es) should minimise the workload for the Wymondham u3a committee and Group Leaders and provide a simple recording and retrieval system. (See Appendix A).

For new applicants most of the required initial information can be acquired through the Enrolment Form or a Personal Risk Assessment. For existing members this may require updates to the Enrolment Form, or with a Personal Risk Assessment as and when personal situations or activities change.

2.2. Quotes from the national u3a website.

2.2.1. *"Each u3a branch has a duty of care to all members and the general public. This may mean that difficult decisions have to be taken in assessing an individual's ability to participate, either in the u3a as a whole, or within individual activities. These decisions will always be taken through discussion with the individual member in order to ensure that a fair and considered decision is taken. As part of these discussions members must also consider their duty of care to each other and the general public, with whom we may come into contact with. This may include developing a personal risk assessment with the individual regarding their ability to participate."*

2.2.2. *"Any attempt to restrict members based on perceived or documented limitations could definitely be interpreted (however well meaning) as discrimination. It is for the member to assess their own ability against the documented risk assessments for the various interest groups/activities."*

3. Risk Assessments

A risk assessment is to ensure that all members' participation is safe. The Committee, Group Leaders, or those responsible for a meeting or event complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated. 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. E.g. a venue may state that no more than five 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

The Risk Assessment only has to be a basic checklist. In the event of an insurance claim the insurers will ask to see a reasonable assessment of the risk. However, the insurers will not expect the members/group leaders to be an expert. In the event there is a claim, without a valid risk assessment in place, it is unlikely that the claim would not be met. However, it may well be that there would be a problem getting insurance in the future.

Where Wymondham u3a uses external venues who have their own policies and procedures and risk assessments Wymondham 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 Wymondham u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

N.B. , it may be worth considering a check list for what needs to be done before/after in terms of setting up a venue.

4. Incidents and Accidents

In the event of an incident/accident the Chair/vice-Chair should be informed as soon as appropriate. Where a u3a member is involved in an accident or incident whilst taking part in a Wymondham u3a event, Wymondham u3a will ensure those who witnessed the event, and/or were involved, complete an incident report (see Appendix D)). This must be completed and shared with those who need to have access to it, including the Committee Chair and kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

5. Lone volunteering

Lone volunteering is generally to be discouraged. However, when this is inevitable such as being first or last on site, checking out a route, the member should ensure someone else knows where they are and when they should be expected back. The 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.

6. Manual handling

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

PART B: RISK ASSESSMENT PROCESS

1. Requirements

Risk Assessments should typically cover the following activities/events/meetings.

- a) Day Trips
- b) Holidays
- c) Meetings and Activities private houses
- d) Meetings, Activities, and Events at public venues
- e) Visits
- f) Walks

1.1. Risk assessment depends on both the safety management of u3a activities and the honesty of Wymondham u3a members regarding their personal ability affecting accessibility to any of those listed above

1.2. Each member of Wymondham u3a must acknowledge that they have a "Duty of Care" to each other and members of the public as they conduct their particular activity. They must consider any health concerns, such as mobility issues, which could affect their ability to participate in certain activities. They must also consider our duty of care to each other, and members of the public with whom they may come into contact.

1.3. The process should also include an Accident/Incident reporting system to support any insurance claims, and to provide process improvement to the Risk Assessment process as appropriate.

1.4. Risk Assessments and accident and incident reporting must meet the requirements of The General Data Protection Regulation (GDPR). GDPR governs the way in which we can use, process, and store personal data (information about an identifiable, living person).

2. Typical Risk Assessment Process

This process defines how Wymondham u3a manages Risk Assessments. It includes the following:

- a) How to create a Risk Assessment Form
- b) Requirements for Reviewing Risk Assessments
- c) Generic Risk Assessment Forms with typical risks and mitigations for use as an aide-memoire.
- d) Generic blank forms covering activities, events and meetings and personal assessment.
- e) Record keeping
- f) Creation of Risk assessment Forms

2.1. Risk Assessment(s)

2.1.1. A Risk Assessment must be carried out for each activity and venue(s)

2.1.2. The creation of a Risk Assessment Form is the responsibility of the 'Group Leader' and must consider all venues used by a particular group.

2.1.3. A generic Risk Assessment can be considered for:

- a) groups rotating meetings at different private houses.
- b) similar activities/venue/meetings

2.1.4. The Risk Assessment Forms can be created either as hard copy or by electronic means and must meet the requirements of GDPR.

2.1.5. A copy of the Risk Assessment Form must be submitted to the Wymondham u3a Committee with the Group Leader retaining the master.

2.2 . Reviewing Risk Assessments

2.2.1. A generic Risk Assessment Form must be reviewed, and changed if necessary, if:

- (a) if a venue changes.
- (b) an accident/incident has occurred that may require additional consideration
- (c) a change of ownership/handover

Any changed Risk Assessment Form must be submitted to the Wymondham u3a Committee, with the Group Leader retaining the master.

2.2.2. If there has been no relevant accident/incident, or venue change, the Risk Assessment Form must be reviewed and re-issued every three years.

3. Incident /Accident Reports

3.1. The Process includes a generic form for recording of any accident and incident and must be kept for up to three years to support any insurance claim. (See Appendix D)

3.2. Incident/Accident Reports can be created either as hard copy or by electronic means. They must meet the requirements of GDPR.

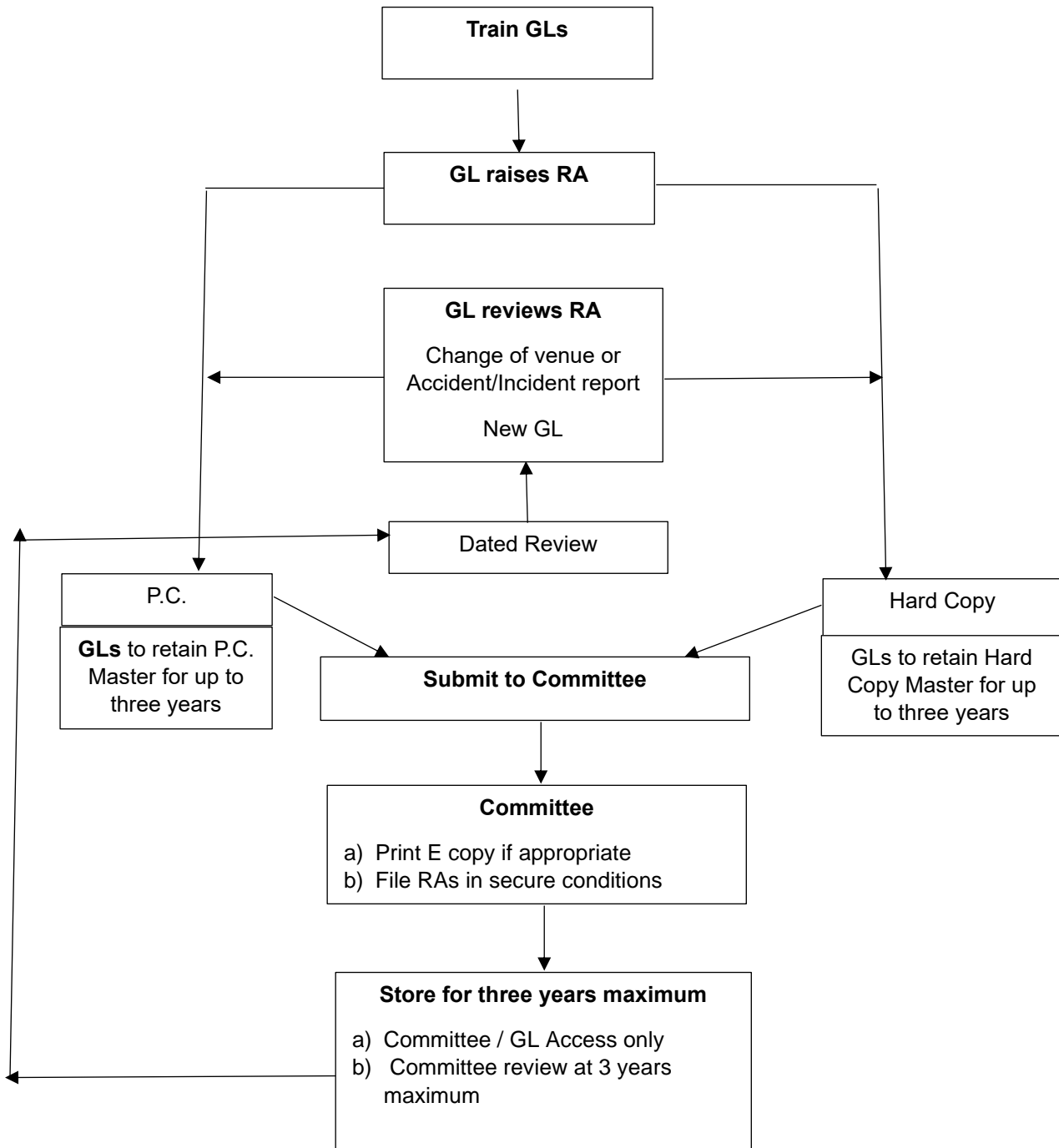
3.3. A copy of the Incident/Accident Form must be submitted to the Wymondham u3a Committee with the Group Leader retaining the master.

4. Record Keeping

4.1. Risk Assessment Forms and Accident /Incident forms must be kept secure under the control of the Wymondham u3a Committee. Originals in any media format must be retained and kept secure by the originator.

4.2. Each record has to be kept for up to three years as that is the time limit for anyone raising a case against a u3a official.

Fig. 1 RISK ASSESSMENT PROCESS DIAGRAM



APPENDICES

APPENDIX A	Risk Assessment Form Guidance Notes
APPENDIX B	Personal Risk Assessment Form and Guidance Notes
APPENDIX C	Activity Disclaimer
APPENDIX D	Incident/Accident Report Form

APPENDIX A: ACTIVITY RISK ASSESSMENT FORM GUIDANCE NOTES

WYMONDHAM U3A RISK ASSESSMENT FORM (APPENDIX A.1.)

[illegible]

WYMONDHAM U3A RISK ASSESSMENT FORM (APPENDIX A.2.)

Event / Venue: Generic Visits	Date of Issue/Review:
Interest Group:	
Description of Visit and date(s):	
Name of compiler/Role	

[illegible]

WYMONDHAM U3A RISK ASSESSMENT FORM (APPENDIX A.3.)

[illegible]

WYMONDHAM U3A RISK ASSESSMENT FORM (APPENDIX A.4.)

Event /Venue: Generic Public Venue		Date of Issue/Review:			
Interest Group:					
Description of Activity and date(s):					
Name of compiler/Role					
TOPIC	RISK	YES	NO	N/A	MITIGATION
Organising the event	Do you have a lockable and secure area to store U3A equipment, if applicable?				Consider own security arrangements
	Is there register of members in attendance?				Attendance list for any emergency evacuation
	Are refreshments available to members? (e.g., water, tea)				Bring your own
Member's Safety	Is there a first aid box that is checked regularly and has been stocked? Where is the First Aid kit?				Responsibility of venue.
	Have members been advised of any potential slip and trip hazards for activities and visits?				Basic information required before departure with details
	Have members been advised of walking distances, stairs, and steps				Basic information required before departure with details
	Are all walkways kept clear and free from obstruction?				Check with venue
	Are there enough seats for all members in attendance?				Check with venue
	Is there step free access and exits?				Check with venue
Electrical	Have you made sure there are no trailing leads or cables for your particular set up?				Check with venue
	Is the use of socket adapters) per socket kept to an absolute minimum to prevent overloading?				Venue risk assessment
	Have all venue cables been inspected to ensure they are intact and safe for use?				Venue risk assessment
	Does the venue require PAT testing, has equipment been PAT tested?				PAT test all own equipment
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed, and appropriately indicated?				Venue risk assessment
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?				Venue risk assessment Safety information should be displayed and given at the start of event
	Is there a working smoke alarm and Carbon Monoxide alarm?				Venue risk assessment
	Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm system)?				Venue risk assessment
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?				Venue risk assessment
Mobility	Do any members have mobility issues with stairs and steps for access and exit, and using the facilities?				Check with individual members if step free access is not available. Consider carers, peer group support, buggies, wheelchairs, lifts etc.
Other(s)	Identify unique risk(s)				

WYMONDHAM U3A RISK ASSESSMENT FORM (APPENDIX A.5.)

Event /Venue: Generic Walks	Date of Issue/Review:				
Interest Group:					
Description of Activity and date(s):					
Name of compiler/Role					
TOPIC	RISK	YES	NO	N/A	MITIGATION
Organising the walk	Has the route been walked, and the length and difficulty been recorded, hazards and/or obstacles identified, and this information given to the members?				This pre walk is a must do to provide necessary information
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?				Mobile phone number of leader
	Is there a register of all attendees with their contact details, along with any emergency contact details?				Attendance lists with appropriate contact numbers
	The walk leader should have a charged phone with emergency contact details stored on it. Is there any danger you will lose visibility or mobile phone signal?				In case of losing phone signal, retain hard copy register.
	Is there a first aid kit?				Walk leader to ensure basic First aid kit is available on walks.
	Has the weather forecast been checked for the day of the walk-in advance?				Consider re-dating if chance of inclement weather
	Have members been reminded to wear appropriate clothing?				Member's risk having been advised
	Have members attendees brought refreshments (such as water) for the walk?				Member's risk having been advised
Mobility	Do any members have mobility issues with walking at a reasonable pace as part of a group, including wet or rough ground. (N.B. This is to ensure that the main group of walkers stay safe with an identifiable backmarker).				Members must declare their ability to maintain reasonable pace in all weather conditions. (N.B. If necessary they must organise their own buddy and accept that they may have to make their own way to the meet or home should they get separated from the main group).
Member's Safety	Are your attendees aware they must maintain single file on road sections?				Brief members prior to walk
	Have you notified members of any routes through fields with livestock in?				DO NOT enter field with potentially dangerous livestock. Decide on mitigation at the time.
	Do you have a backmarker to stay in sight and communication with group?				If a large group consider a middle marker as well. Clear identification of markers required, by the wearing of High-Vis vests.
Other(s)	Identify unique risk(s)				

APPENDIX B: PERSONAL RISK ASSESSMENT

WYMONDHAM u3a PERSONAL RISK ASSESSMENT FORM (APPENDIX B.1.)

Full Name:	Date of Issue/Review:
Interest Group:	
Description of Activity and date(s):	
Name of compiler/Role	

Each member of Wymondham u3a must acknowledge that they have a “Duty of Care” to each other and members of the public as they conduct their particular activity. They must consider any health concerns, such as mobility issues, which could affect their ability to participate in certain activities. They must also consider if this affects our duty of care to each other, and members of the public with whom they may come into contact with.

The contents of this questionnaire will remain confidential with the Wymondham u3a Committee and will not be disclosed without your consent. The purpose of this document is to ensure that:

- members do not have a medical condition or disability that might impair their ability to attend certain groups and take part in certain activities or affect others.
- Identify any requirements that could be made to enable individuals who do have a medical condition or disability to attend groups and activities of their choice.

Do you have any disability that we should be aware of to ensure your, and others, safety, and wellbeing

.....
Do you have a medical condition and/ or disability that might impact your ability to attend any particular type of Wymondham u3a activity or event, e.g. mobility, hearing, visual, etc.

Yes / No

If yes, please confirm details regarding the medical condition and or disability with associated medication.

.....
If yes, please advise if there are any requirements or specific equipment that would enable you to attend groups and activities of your choice, e.g. carer/buddy/buggy/wheelchair, hotel lift. hotel room with wet room.

Please be aware that provision of requirements and/or equipment may not be available, but the correct decision can then be made.

.....
Please confirm if there is any other medical information that we should be aware of in case of an emergency and associated medication.

.....
If you participate in any group activity or outing you should ensure that it is suitable for you, and you are able to take personal responsibility for yourself. If you need further information as to the suitability of the activity or outing we are able to ensure that this is discussed with you.

Signed

Date.....

Please note this information will not be shared without your consent and will be processed in accordance with General data Protection Regulations (GDPR).

WYMONDHAM U3A PERSONAL ASSESSMENT FORM (APPENDIX B.2.)

TYPICAL GUIDANCE NOTES

[illegible]

APPENDIX C: WYMONDHAM u3a DISCLAIMER FOR ACTIVITIES

1. Activities organised by Wymondham u3a automatically have Public Liability Insurance cover, provided the activity leader is a u3a member, through the Third Age Trust. This is to protect Trust Officers, Group Leaders, and Members for damage to property or person(s) caused as part of the activity.

N.B. This is not a personal accident insurance and accordingly members on their activities are responsible for their own Health and Safety, and the safe keeping of their personal equipment, clothing, and belongings.

2. I acknowledge that it is my responsibility to consider my own health and fitness, and the effect on others, by taking part in this particular activity.

3. I will immediately notify an Officer/Group leader should I have any health problems or any underlying medical condition which may affect my own, or other members' safe participation in any activity.

I have read, understood, and accept the foregoing Disclaimer

NAME.....

(Block Letters)

SIGNATURE.....

DATE.....

Please complete the above Disclaimer and return the form to your Group Leader or Committee member

APPENDIX D: WYMONDHAM u3a INCIDENT / ACCIDENT REPORT FORM

Name of injured party or property owner/address/telephone number :	
Name/address/telephone number of any others involved :	
Date/ time of accident/incident :	Location:
Circumstances of accident/incident :	
Injury/property damage details :	
Name/address/telephone number of person/people involved in the incident:	
Witnessed by :	1. 2.
Address :	
Tele. number :	
Immediate action taken :	
Details of any specialised assistance required at the scene.	
Was medical advice sought afterwards? If so give details.	
Recorded by:.....Tel. No.	
Signed (injured party):.....	
Signed (Group Leader):.....	
Date:.....	