Southwell u3a Health and Safety Policy

Scope

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

Policy

The Trustees of Southwell u3a (hereafter called Southwell u3a) aim 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.

Insurance
Southwell u3a is covered by the public liability insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the u3a website www.u3a.org.uk/advice. If any activities are being considered that Southwell u3a is unsure if they are covered, they will contact the u3a Office for further advice. The Third Age Trust provides third party liability insurance however extreme sports and high hazard activities may not covered. Please check before running an activity.

Risk Assessments
Southwell u3a will ensure 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. Southwell 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 actione, e.g. 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 u3a website: www.u3a.org.uk/advice

Responding to accidents/incidents and dealing with emergencies
In the event of an incident/accident the Secretary of Southwell 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 Southwell u3a will ensure those who witnessed the event and were involved complete an incident report (form_hh_accident_report_form.pdf (southwellu3a.com)). This must be completed and shared with those who need to have access to it, including the Secretary and kept on file. It will also need to be shared with the insurers in the event of an insurance claim. Emergency contact details are available to group leaders on the Beacon website.

Lone volunteering
There may be occasions where u3a members may be carrying out activities for Southwell 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, and other hazardous activities.

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, or if further advice is needed contact Southwell u3a Welfare Office.

Venues

Where Southwell u3a uses external venues who have their own policies and procedures and risk assessments Southwell 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 Southwell u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed. Members using the Southwell u3a office situated in Minster Chambers will be required to make their presence known by changing the sign on the entrance board to “IN” on arrival and changing it back to “OUT” when they leave.

Southwell u3a will ensure this policy is kept up to date and reviewed every three years.

April 2024