

# Health and Safety Policy for Chiltern u3a

## 1. Purpose

This policy is based on a template from the Third Age Trust (Third Age Trust). This policy should not be confused with safeguarding. While 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.

The Health and Safety at Work Act 1974 only applies to paid workers, but volunteers must still be protected from risks. Chiltern u3a (hereinafter Cu3a) will ensure that reasonable care is taken to avoid harming others and that participants are aware of the risks.

## 2. Policy

Cu3a aims to provide and maintain safe and healthy conditions and environments for all members during the meetings of u3a groups, periodic meetings and at events.

## 3. Insurance

Cu3a is covered by the insurance provided by The Third Age Trust. This provides third party liability insurance and damage to u3a equipment but it does not cover personal accidents. Also extreme sports and high hazard activities may not be covered. Cover notes are held by the Secretary and further details about the insurance cover are available on the TAT website <https://www.u3a.org.uk/members-area/support/advice-and-guidance>; advice may also be sought from the TAT office. In case of doubt, checks should be made before running an activity.

## 4. Venues & Risk Assessments

Many Cu3a activities take place in the Amersham Community Centre and other rented premises which already have their own policies, procedures and risk assessments. Cu3a 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, and any specific requirements such as 'no more than 5 chairs to be stacked together'. If Cu3a is hosting an open day this will also include ensuring those who are not u3a members are also informed. *[Note: if Cu3a develops a check list for what needs to be done to adapt a venue before/after a meeting, it may be included as an appendix].*

Where appropriate, risk assessments will be prepared for other activities, such as walks (for example members' dogs and hazards from cattle) and sailing.

Where relevant, clear instructions and guidance should be provided to everyone who requires them. Further information, guidance and templates about risk assessments can also be downloaded from the TAT website above.

## **5. Responding to accidents/incidents and dealing with emergencies**

In the event of an incident/accident the Chair or Vice-Chair of Cu3a 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, Cu3a will ensure those who witnessed the event and were involved complete an incident report (a template is available to download from website above) This must be completed and shared with those who need to have access to it, including the Chair, and kept on file. 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 Cu3a 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, for example, that they have their mobile phone with them and avoid activities at height such as using a ladder.

## **7. Manual handling**

All u3a members involved with manual handling should think about this 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. Related documentation**

The following documents are available on the TAT website – as above – to support u3as as they develop, approve and adopt 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 – current year
- Insurance FAQs
- Insurance Overview

Cu3a will ensure this policy is kept up to date and reviewed triennially.

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