

## Driffield and Wolds u3a

### Health and Safety Policy

#### Purpose

This policy sets out the responsibilities of the Driffield and Wolds u3a and its members in regard to health and safety related to its activities. It is based on advice provided by the Third Age Trust.

#### Scope

The [Health and Safety at Work Act 1974](#) only applies to paid workers and their employers, 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. Many u3a activities take place in premises where the owners must comply with the Health and Safety at Work Act and this will require them to provide rules that u3a members must follow.

#### Policy

Driffield and Wolds 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. In order to do this, the Committee will appoint a Health and Safety Officer to advise the committee on the provision and maintenance of this policy and any associated risk assessments. The H&S officer is not responsible for producing these documents.

#### Responsibilities

- The committee will keep the H&S policy up to date
- The committee will provide, with the help and advice of the H&S officer, advice and guidance to group leaders on their responsibilities
- So far as is reasonably practicable, the committee will ensure that no actions are taken that would invalidate the insurance provided by the Third Age Trust
- Group leaders will ensure that risk assessments for their activities have been performed.
- U3a members will do all that is practicable to ensure their own safety, for example by wearing footwear and clothing appropriate for outdoor activities.
- U3a members will not behave in a manner that endangers them and other members

#### Insurance

Driffield and Wolds u3a is covered by the 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](http://www.u3a.org.uk/advice). If Driffield and Wolds u3a is unsure whether any activity they are considering is 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**

Driffield and Wolds 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. Driffield and Wolds u3a is aware that some venues used for meetings/events may already have their own risk assessment. These should be reviewed and, where mitigations have been identified, the person responsible for the meeting should ensure they are complied with. For example a venue may state that no more than 5 chairs should be stacked together or nothing should be 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](http://www.u3a.org.uk/advice)

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

In the event of an incident/accident a committee member of Driffield and Wolds 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 Driffield and Wolds u3a will ensure those who witnessed the event or were involved complete an incident report (template available to download from [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice) and on our website). 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.

### **Lone volunteering**

There may be occasions where u3a members may be carrying out activities for Driffield and Wolds 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.

### **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.

### **Venues**

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

Driffield and Wolds u3a will ensure this policy is kept up to date and reviewed annually.



## Related documentation

The following documents are available on the u3a website [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice) . They provide useful background information to 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 2023
- Insurance FAQs
- Insurance Overview

<b>u3a</b>	<b>Template Health and Safety Policy for u3as</b>	<b>The Third Age Trust</b>
<b>Version</b>	<b>Description of changes</b>	<b>Date</b>
1.0	Development of new document	16/06/2023

