

Health and Safety Policy

Version 2.1

Policy Statement

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

This health and safety document 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 accident and injuries.

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.

Procedures

Risk Assessments

Charnwood u3a will ensure that the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment, where applicable. These will be used to identify any risks and explore how they could be mitigated. Charnwood 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, 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. When necessary, further instructions and guidance should be sought from the Cu3a Secretary: Secretary@charnwoodu3a.org.uk

Responding to accidents/incidents and dealing with emergencies

In the event of an accident/incident the Chair of Charnwood u3a should be informed as soon as possible. Where a u3a member is involved in an accident or incident whilst taking part in a u3a event Charnwood u3a will ensure those who witnessed the event and were involved complete an accident/incident report. This must be completed and sent to the Secretary of Charnwood u3a and kept on file. It may 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 Charnwood 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 Charnwood u3a meetings are held in external venues which have their own policies and procedures and risk assessments, those responsible for the meeting 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 Charnwood u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

Insurance

Charnwood u3a is covered by the insurance provided by The Third Age Trust. Details about the insurance cover is available on the Cu3a website. Additional information can be found on the national u3a website: www.u3a.org.uk/advice. If any new activities are being considered by Charnwood u3a and they are unsure if they are covered, additional information should be sought via the Charnwood u3a Secretary who will contact the u3a Office if necessary for further advice. The Third Age Trust provides third party liability insurance. However, extreme sports and high hazard activities may not be covered. Please check before running an activity.

First Aid

In the event of an accident/incident the Third Age Trust advise that you can administer first aid, although in the event of a serious incident you should also contact the emergency services. Members are not expected to act beyond the capacity of a member of the public and don't have to administer first aid if they don't want to or don't know how. Members are covered by insurance if something goes wrong.

St. John Ambulance provides free first aid guidance at www.sja.org.uk

It is a good idea to locate and familiarise yourself with the nearest one:

[Defib finder – find the defibrillators nearest you.](#)

As outlined in the Group Leaders Handbook under the heading First Aid, an Accident/Incident form (obtainable from the website: www.charnwoodu3a.org.uk) must be completed for all events, no matter how minor, and sent to the Secretary at secretary@charnwoodu3a.org.uk.

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

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Version	Description of changes	Date	Next Review
1.0	Adapted from Third Age Trust template	27/03/2024	
2.0	Added First Aid and Defibrillator guidance	16/04/2024	
2.1	Policy review June 2026 concluded no changes required. Still in line with TAT.	June 2026	June 2027