

u3a in Kennet

Health and Safety Policy

1. Purpose

The u3a in Kennet health and safety policy covers relevant areas of activity and is not to 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.

2. Scope

While the [Health and Safety at Work Etc Act 1974](#) applies to paid workers, volunteers such as u3a members must still be protected from risks. u3a in Kennet will ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

u3a in Kennet aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of u3a groups, monthly and quarterly meetings, trips and events.

3. Insurance

u3a in Kennet 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. If any activities are being considered that u3a in Kennet 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 be covered.

4. Risk Assessments

u3a in Kennet 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.

5. Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Chair of u3a in Kennet 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 u3a in Kennet will ensure those who witnessed an event and were involved complete an incident report (template available to download here: <https://u3ainkennet.org.uk/wp-content/uploads/2024/05/u3a-in-Kennet-Accident-Report-form-May2023.pdf>). 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.

6. Lone volunteering

There may be occasions where u3a members may be carrying out activities for u3a in Kennet 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.

7. 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.

8. Venues

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

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

Policy approved June 2024

Policy Review date June 2025