



## Health and Safety Policy

### Statement

Redditch u3a aims to provide and maintain safe and healthy conditions and environments for all members during the monthly main meetings, interest group meetings and at social events/trips.

The Health and Safety at Work Act 1974 only applies to paid workers although it is understood that volunteers must also be protected from risks. Redditch u3a will strive to ensure that reasonable care has been taken to avoid harming others and that participants are aware of any potential risks.

This document is based upon the u3a Third Age Trust policy dated June 2023.

This policy should not be confused with safeguarding. Whereas 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 and a duty of care to individuals.

### Scope

Relevant to all u3a members.

### Practical Approaches to Health and Safety

This Health and Safety policy is addressed in the following sections.

#### 1. Insurance

Redditch 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 any activities are being considered that Redditch 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 be covered.

#### 2. Risk Assessments

##### 2.1 Meeting Venues

Redditch u3a will complete risk assessments for venues used for their main and interest group meetings. These will identify any potential risks to those at those sessions and seek to mitigate their impact. Interest Group Leaders must be familiar with the risk assessment for their chosen venue for meetings.

Some venues used for meetings/events may already have their own risk assessment with specific instructions and these should be taken into consideration, e.g. a venue may stipulate that no more than 5 chairs should be stacked together and or nothing placed in the way of fire escapes.



## **2.2 Events and Social Trips**

Where Redditch u3a uses external venues (e.g., for social events or publicity events) that have their own policies, procedures and risk assessments, these documents will be followed (e.g., PAT testing for electrical equipment). 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 Redditch u3a is hosting an open day (e.g. for recruitment purposes), this will also include ensuring those who are not u3a members are also informed.

A risk assessment will be conducted for planned social events (e.g. party/barbeque) or trips to local towns/historic houses/theatres etc. to identify potential issues or hazards and strive to mitigate their impact (e.g., coach hire and wearing of seatbelts if fitted).

## **2.3 Other Interest Group Activities**

Some interest group activities may involve potential hazards and risks e.g., country walking/rambling, photography group outings, fitness sessions and some crafting activities. In these cases, a risk assessment should be conducted to identify and mitigate potential hazards and sources of injury.

A risk assessment template is available via the Redditch u3a website.

Further information and guidance about risk assessments can be found on the u3a website: [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice).

## **3. Responding to Accidents/Incidents and Dealing with Emergencies**

In the event of an incident/accident, the Chair/Vice-Chair or another appropriate member of the Redditch u3a Committee 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, Redditch u3a will ensure those who witnessed the event will complete an incident report (template available to download from [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice)). 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.

## **4. Lone Volunteering**

There may be occasions where u3a members may be carrying out activities for Redditch u3a on their own, for example, opening up a venue and 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 (if not joined by other u3a members). 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.

## **5. 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.



This policy was approved by Redditch u3a Committee on 05/11/2024.

| u3a     |                        |            |
|---------|------------------------|------------|
| Version | Description of changes | Date       |
| 1.0     | First release          | 05/11/2024 |
|         |                        |            |