

# HEALTH AND SAFETY POLICY

### Scope

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.

D&D 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.

### Insurance

D&D 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 D&D 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. Please check before running an activity.

### Risk Assessments

D&D 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.

Some venues used for meetings/events may already have their own risk assessment but these should be reviewed and where mitigations identified, ensure they are implemented. Where relevant, clear instructions and guidance should be provided to anyone who requires it.

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

In the event of an incident or accident the Chair/Secretary of D&D 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 D&D u3a will ensure those involved in or witnessing the event, 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.

### Lone volunteering

There may be occasions where u3a members may be carrying out activities for D&D 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 and they should avoid situations such as working at heights. The u3a member should also know who to contact in the event of an incident or accident and ensure they have their mobile phone with them at all times.

## 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 Dorking & District u3a uses external venues with their own policies and procedures and risk assessments, D&D 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 D&D u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed. *[Please check the appropriate risk assessment checklist].*

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

## Related documentation

If needed, the following documents are available on the u3a website [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice) to support this policy. Or you can contact [dorkingu3achair@gmail.com](mailto:dorkingu3achair@gmail.com) for more information.

- Risk assessment checklists for a range of different venues and activities including groups meetings at members' houses.
- Risk Management guidance
- Safeguarding Policy
- Insurance Cover Note 2023
- Insurance FAQs
- Insurance Overview

Policy review date: November 2024