

CHRISTCHURCH u3a - Health and Safety Policy

Purpose

Fundamentally, health and safety requirements are about minimising or removing the risk of accidents and injuries to u3a members whilst participating in u3a activities.

Scope

The [Health and Safety at Work Act 1974](#) only applies to paid workers, although volunteers must still be protected from risks. The Christchurch u3a should ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

Objective

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

Insurance

Christchurch u3a is covered by the Public Liability 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 Christchurch 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.

Risk Assessments

Christchurch u3a will ensure the Committee, Group Leaders or those responsible for a meeting or events complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated.

Christchurch u3a will require all Group Leaders to complete an annual risk assessment, using a template provided on the web, at the start of the Autumn term. Once completed copies are to be sent to the u3a Office using "office_manager@christchurchu3a.org.uk" or, by mail or, through the letter box.

Christchurch u3a will conduct an annual organisational risk assessment during the spring term. The results of this assessment will be recorded in the Committee minutes.

Christchurch 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. Group Leaders should make themselves aware of, and adhere to, venue-based requirements.



Responding to accidents/incidents

In the event of an incident/accident the Group Leader should complete an Accident Form and return it to the Office. Where a u3a member is involved in a serious accident or incident the Group Leader is to inform the Group Coordinator and/or Chair, at the earliest opportunity, of the circumstances and actions taken. If necessary, the Group Coordinator and/or Chair will collect evidence that may 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 Christchurch 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 Christchurch u3a uses external venues who have their own policies and procedures and risk assessments Christchurch 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 Christchurch u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

U3a TAT Approvals

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

Christchurch u3a Approvals

u3a	Christchurch u3a Health and Safety Policy	
Version	Description of changes	Date
1.A	Draft adopted from TAT Version 1	1 September 2024