

Health and Safety Policy

Background

1. As a registered charity, Burnham-on-Crouch u3a is required by the Charity Commission to have a Health and Safety Policy in place.
2. Burnham-on-Crouch u3a should ensure that reasonable care has been taken to avoid harming others and that participants in activities are aware of the risks.
3. (The Health and Safety at Work Act 1974 applies only to paid workers, but volunteers must still be protected from risks.)

Policy

4. Burnham-on-Crouch u3a aims to provide and maintain safe and healthy conditions and environments for all members, including during the activities of u3a groups, monthly meetings and other events.
5. The protection of the health and safety of our members and visitors is a key value, equal in status to all other u3a values.

Communication

6. This policy will be available on the Burnham-on-Crouch u3a website and members will be reminded to read it on joining (via a reference in the application form to join or renew membership, including its online version) and when any significant changes or revisions are made. It will also be communicated to interest group leaders.

Implementation

7. This policy will be implemented by Burnham on Crouch u3a primarily through effective organisation and communication, and specifically through:
 - Reminding members that we all take responsibility for our own health and safety, including avoiding any activities which may present a risk
 - Making available the appropriate resources and expertise to implement and support this policy and any associated arrangements and commitments
 - Setting and reviewing health and safety procedures
 - Ensuring all equipment and services provided for u3a activities are safe, and that all foreseeable hazards are eliminated, or adequately controlled
 - Ensuring that, where risks cannot be completely eliminated, appropriate information, training and protection is provided to reduce such risks from becoming realised, as far as is reasonably practicable
 - Effective communication to identify further measures or resources to maximise the effectiveness of this policy and its supporting arrangements
 - Effective communication with, and training of, group leaders appropriate to the activity in question

- Reporting, investigating and communicating lessons learned arising from health and safety incidents, accidents, near misses or unsafe acts, to prevent reoccurrence.

Insurance

8. Burnham-on-Crouch 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.

9. The Third Age Trust cover provides third party liability insurance. However, extreme sports and high hazard activities may not be covered. If Burnham-on-Crouch u3a is unsure whether any activities that are being considered are covered, they will contact the Third Age Trust for further advice.

Risk Assessments

10. Our insurers require that we have risk assessments in place for all u3a activities.

11. Burnham-on-Crouch u3a will ensure that those organising a meeting, activity or event complete risk assessments regularly. These will be used to identify any risks and explore how they could be mitigated. For activities taking place in members' homes, this is usually a fairly simple process; for groups taking part in sports or other activities, it will need to be more detailed.

12. Burnham-on-Crouch u3a is aware that some venues used for meetings/activities/events may already have their own policies and procedures, or risk assessments: where this is the case, the u3a organiser should review these, and where mitigations are identified, should ensure they are followed (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).

13. The person organising a Burnham-on-Crouch u3a activity must ensure that all members, and any non-members, in attendance are aware of what to do in the event of a fire alarm/evacuation.

14. In general, clear instructions and guidance should be provided to anyone who requires it.

15. Those organising activities for Burnham-on-Crouch u3a are encouraged to develop a check-list, wherever appropriate, for what needs to be done before/during/after an activity in terms of preparation, setting up a venue, etc.

16. Further information, guidance and templates about risk assessments can be downloaded from the u3a website: www.u3a.org.uk/advice

Accidents, Incidents and Emergencies

17. In the event of an incident/accident the Chair, Secretary and Groups Co-ordinator of Burnham-on-Crouch u3a should be informed as soon as appropriate.

18. Details of the incident/accident should also be recorded as soon as appropriate, by all those who witnessed the event and were involved. These reports should be made on the Incident Report form (available to download from [PROVIDE URL]). Completed Incident Report forms should be shared with all those who need to have access to it, including the Chair, Secretary and Groups Co-ordinator, and kept on file. Any incident in which a member has been injured, or property has been damaged, must be reported by the Secretary to the Third Age Trust via email to info@u3a.org.uk (all incidents are reported to the Third Age Trust's insurers, regardless of whether there is a claim or not).
19. In the event of an insurance claim, it will also need to be shared with the insurers.
20. If an incident/accident happens at a venue that the u3a hires, the u3a should try to ensure that the details have also been entered in the venue's own incident/accident record. A copy of the entry in the venue's incident/accident record, and the name of the First Aider or other contact at the venue, should be included with the u3a Incident Report form that is provided to the Chair, Secretary and Groups Co-ordinator.
21. Group leaders are encouraged to consider whether they or another group member should be trained in First Aid, and whether their group should have a First Aid kit available. Burnham on Crouch u3a will pay for any required First Aid training or kits. Group leaders whose groups meet in a venue which has its own First Aid arrangements (eg sports halls) must know how to get help if needed, and must remind those attending from time to time.
22. On joining (or renewing their membership of) Burnham on Crouch u3a, all members are asked to provide an emergency contact and also information about any medical, etc conditions which may be needed in the event of an incident/accident. Those organising group and other activities must have access to these details, and must ask any visitors (eg invited speakers, visiting members of other u3a's, expert advisers, tutors, etc) to provide these details as well.
23. Group leaders should make sure that if they or the person who usually looks after health and safety issues is absent, someone else will take care of these points.
24. It is important that whoever is organising a u3a activity knows the postcode of the location where the activity is taking place, in case it is necessary to call the emergency services. It is good practice also to have available the OS grid reference and the *What3Words* reference for the location.

Lone volunteering

25. There may be occasions where members may be carrying out activities for Burnham-on-Crouch u3a on their own - for example, opening a venue for a meeting, setting up for a meeting etc. Where this occurs, the member should ensure someone else knows where they are and when they should be expected back. The member should also know who to contact in the event of an incident or accident and ensure they have, for example, their fully-charged mobile phone with them and avoid activities at height e.g. using a ladder.

Manual handling

26. All 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 others.

This Policy

27. Burnham-on-Crouch u3a will ensure that this policy is kept up to date and reviewed annually.