

Thanet u3a: Health and Safety Policy

Category: Risk Assessments

Purpose

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

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.

Scope of policy

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

Group leaders and the general membership have an obligation to exercise responsibility and to take reasonable care of their own health and safety and that of any other person who may be affected by their actions.

Insurance

Thanet 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.

<https://www.u3a.org.uk/members-area/support/advice-and-guidance>

If any activities are being considered for which Thanet u3a is unsure about cover, The Third Age Trust office must be contacted for further advice before any such activity is undertaken.

Please note that extreme sports and high hazard activities may not be covered. Please check before running any such activity.

The Third Age Trust provides third party liability insurance only. It does not provide personal accident cover.

Risk Assessment

Thanet u3a will ensure the Committee, Group Leaders or those responsible for u3a groups, talks, monthly meetings and events complete all necessary risk assessments.

These will be used to identify any risks and explore how they could be mitigated. Whilst Thanet u3a is aware that some venues used for meetings/events may already have their own risk assessment, these should be reviewed and, where mitigations are identified,

these should be actioned, e.g. a venue may state that no more than 5 chairs should be stacked together or that nothing be placed in the way of fire escapes.

Where relevant, clear instructions and guidance should be provided to anyone who requires it. Thanet u3a will ensure that all u3a members and visitors in attendance at meetings are aware of what to do in the event of a fire alarm/evacuation.

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

Responding to accidents/incidents and dealing with emergencies

In the event of a serious incident or accident, the assistance of the emergency services should be sought in the first instance. The Chair/Vice-Chair or any committee member of Thanet u3a should be informed as soon as appropriate.

In the event of an incident/accident of Thanet u3a, the Chair/Vice Chair or any committee member should be informed as soon as possible.

All incidents (whether or not they result in a claim) should be reported to the u3a at info@u3a.org.uk.

Where a u3a member is involved in an accident or incident whilst taking part in a u3a event Thanet u3a will ensure that those who witnessed the event and who were involved complete an incident report. Such forms (see below) must be sent to the national u3a and Thanet u3a should keep a copy of all incident reports for at least 3 years (even if a claim is not made).

The Trust reports all incidents to our insurers; it is a condition of our insurance that we notify our insurers of any potential claims.

The window for making a claim is three years. The insurers need to know about the potential for a claim. The insurers will review the form to assess the incident and if, for example, it is an incident which has resulted in serious injury, the insurers will assign a value to the claim. This is done so that, should a claim be later submitted, the insurers have the funds available to cover it.

<https://www.u3a.org.uk/members-area/support/advice-and-guidance>

Emergency contacts (see Legitimate Interest Policy)

Thanet u3a strongly advise group, outings and event leaders to hold an up-to-date emergency contact number for each member in their group. In addition, the group or trip leader must provide their own number to participants. Asking for such details is encompassed in the Legitimate Interest Policy of Thanet u3a and the u3a website sample policy on Legitimate Interest emergency contacts.

<https://www.u3a.org.uk/members-area/support/advice-and-guidance>

Lone volunteering

There may be occasions where u3a members carry out activities for Thanet u3a on their own, for example, when opening a venue or setting up for a meeting. When this occurs, the u3a member should ensure that someone else knows where they are and when they are expected back. The u3a member should also know whom to contact in the event of an incident or accident and ensure they have, for example, their mobile phone with them. Lone volunteers should avoid activities at height which involve 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. They should instead ask for help from other u3a members.

Venues

Where Thanet u3a uses external venues which have their own policies and procedures and risk assessments in place, Thanet u3a will ensure that 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 Thanet u3a is hosting an open day or other event which includes non-u3a members, all present should be informed of these arrangements.

[Thanet u3a may want to develop a check list for what needs to be done before/after a meeting in terms of setting up a venue. This can be included in the policy here or as an appendix].

Review date: 16 July 2026

Reviewed by: Mike Trevethick, Nickie Holding, Ross Holding

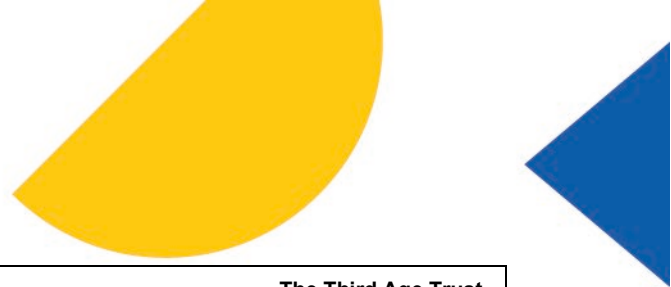
Approved by Thanet u3a committee

Date of next review – no later than August 1, 2027

Related documentation

The following documents are available on the u3a website www.u3a.org.uk/advice to support u3as develop, approve and adopt this policy:

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



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	