

# Garforth, Kippax and District U3A

## Health & Safety Policy

### Purpose

This policy has been adapted, agreed and adopted to cover areas of health and safety within GK&D U3A. It should not be confused with safeguarding. Where 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.

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.

### Policy

Garforth, Kippax and District U3A, herein referred to as GK&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

GK&D U3A is covered by the insurance provided by The Third Age Trust (TAT). 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 GK&D U3A is unsure if they are covered, they will contact the U3A Office for further advice. TAT provides third party liability insurance however extreme sports and high hazard activities may not be covered. Please check before running an activity.

### Risk Assessments and Activity Checklists

GK&D U3A will ensure the Committee, via the named Venue Secretary, will have performed a Venue Evaluation (RA) where possible ie for static venues used on a regular basis, or for event held in a local public venue/space. These will be used to identify any risks and explore how they could be mitigated.

GK&D 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, all of which will be recorded on the Venue Evaluation (RA) form. Where relevant, clear instructions and guidance should be provided to anyone who requires it.

All Group Convenors will be provided with Venue or Activity specific Activity Checks Lists, formulated from TAT guidance. These will be reviewed in line with all other policies within GK&D U3A.

Further information, guidance about risk assessments can be downloaded from the U3A website: [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice)

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

In the event of an incident/accident the Chair/Vice-Chair/Group Co-ordinator of GK&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 group event GK&D U3A convenors will ensure those who witnessed the event and/or were involved complete an incident report (template is available to download from our website: <https://u3asites.org.uk/garforth-kippax/>). 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 GK&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. 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. At this time formal manual handling training is not offered by GK&D U3A.

### **Venues**

Where GK&D U3A uses known external venues who have their own policies and procedures and risk assessments GK&D U3A will ensure these listed on the Venue Evaluation (RA) form. Group Activity Checklists include instructions for Convenors to make sure their members in attendance are aware of what to do in the event of a fire alarm/evacuation. In unknown venues Convenors are guided to enquire regarding these issues on making bookings. If GK&D U3A is hosting an open day this will also include ensuring those who are not U3A members are also informed.

GK&D U3A will ensure this policy is kept up to date and reviewed in line with TAT advice changes.

### **Related documents:**

GKD U3A Venue Evaluation & Activity Checklist Policy

GKD U3A Safeguarding Policy

The following documents are available on the U3A website [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice):

Risk Management guidance

Insurance Cover Note 2024

Insurance FAQs and Insurance Overview

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