



Health and Safety Policy for Madeley u3a

Category: Risk assessments

Purpose

This is a document covering areas of health and safety regarding Madeley u3a group activities. It 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

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.

Health & Safety policy

Madeley 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

Madeley u3a is covered by the insurance policy provided by The Third Age Trust. If any activities are being considered that Madeley u3a is unsure if the activity is covered by insurance, this should be referred to the Madeley u3a Committee member responsible for Governance who will establish the position and advise on how to proceed – contact pwbuttery@gmail.com. The Third Age Trust provides third party liability insurance however extreme sports and high hazard activities may not be covered. Such matters must be considered before any such activity is approved by Governance to proceed.

Risk Assessments

Risk Assessments are a key condition of compliance with the insurance policy covering u3a activities. Madeley u3a will ensure those responsible for an existing activity group, meeting or event, complete a risk assessment as required. These will be used to identify any risks and explore how they could be mitigated. Further information, guidance and templates regarding risk assessments can be accessed from the Madeley u3a website under the "Governance" section. Contact pwbuttery@gmail.com for any guidance required.

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Chair of Madeley u3a should be informed as soon as possible via email to roygadsden@btinternet.com. If the incident is significant in terms of, for example, injury, the Chair should be contacted by phone. The Group Co-ordinator will then supply a sufficiently detailed written incident report to be emailed or otherwise provided to the Chair of Madeley u3a as soon as possible, copy to the Governance responsible member via pwbuttery@gmail.com. Significant damage to equipment and 3rd party premises if being used is also reportable as insurance may be applicable. The

Governance member will provide a copy to the Secretary who will file the report. 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 Madeley 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 Madeley u3a uses external venues who have their own policies and procedures and risk assessments, Madeley 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 Madeley u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

Related documentation

As noted above, Madeley u3a members should refer to the governance section of its web site for guidance of risk assessment and health and safety matters and procedures.

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

- Risk Management guidance
- Safeguarding Policy and Procedure Sample
- Current Insurance Cover Note
- Insurance FAQs
- Insurance Overview
- Acceptable Behaviour Policy

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Registered Charity: 1180332 Website: madeleydistrict.u3asite.uk

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