

Winchester u3a Health and Safety Policy

Purpose

This health and safety policy is about minimising or potentially 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. Under common law, all voluntary organisations and individual volunteers have a duty of care to each other as well as to others who may be affected by their activities. If something goes wrong, an individual may sue for damages if they are injured as a result of another person's negligence.

Winchester u3a should therefore try to ensure that reasonable care has been taken to avoid harming others and that all members are aware of any risks. The u3a aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of u3a groups, monthly talks and at events.

Insurance

Winchester u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the Winchester and national u3a websites. If a Group leader is unsure if a particular activity is covered, they should contact the u3a Office for further advice. The Third Age Trust provides third party liability insurance but some sports and high hazard activities are not covered.

Risk Assessment Check Lists

Winchester u3a advises Group Leaders or those responsible for a meeting or event to complete a risk assessment check list, to identify any risks and suggest how they can be mitigated. Some venues may already have their own risk assessment, and these should be reviewed when planning a visit. Risk assessment check lists can be downloaded from the Winchester u3a website and further information and guidance can be downloaded from the national u3a website.

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Chairman of Winchester u3a should be informed by contacting the Chairman by phone or email chairman@winchesteru3a.co.uk, as soon as appropriate. Where a u3a member is involved in an accident or incident whilst taking part in a u3a event, Winchester u3a will ensure that those who witnessed the event or were involved complete an incident report. This is available to download from the Winchester u3a website and a completed copy should be sent to the Chairman. It should also be kept on file by the Secretary as it would need to be shared with the insurers in the event of an insurance claim.

Lone volunteering

There may be occasions where u3a members are carrying out activities for Winchester u3a on their own e.g. opening a venue for a meeting, setting up for a meeting etc. Where this occurs the u3a member should try to 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 try to ensure that they have, for example, their mobile phone with them.

Manual handling

Members should not carry out any manual handling tasks if they think they are not able to manage them and should ask for help from other u3a members when necessary.

Venues

Where Winchester u3a uses external venues that have their own policies and procedures and risk assessments Winchester 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 Winchester u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

Winchester u3a will ensure this policy is kept up to date and reviewed every two years.

Related documentation

Other documents may be available on the u3a website to help u3as further develop this policy:

This policy was adopted on 15th October 2024

Review date: October 2026

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