



Ilkeston u3a Health and Safety Policy

Purpose

Ilkeston u3a's health and safety policy document is to cover areas of health and safety. It should not be confused with safeguarding- 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.

Although the Health and Safety at Work Act 1974 only applies to paid workers, volunteers must still be protected from risks. Ilkeston u3a should ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

Policy

Ilkeston 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 all events.

Insurance

Ilkeston u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed by members on the u3a website www.u3a.org.uk/advice. All u3a activities must be covered by insurance. If you are unclear whether this is the case, contact a member of Ilkeston u3a committee for further advice. The Third Age Trust provides third party liability insurance however extreme sports and high hazard activities may not be covered. Please check with Ilkeston u3a committee before running an activity.

Risk Assessments

Ilkeston u3a will ensure the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment(s), downloadable from Ilkeston u3a website. These will be used to identify any risks and explore how they could be mitigated. Ilkeston 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. Where relevant, clear instructions and guidance should be provided to anyone who requires it.

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident please inform a committee member of Ilkeston u3a as soon as is appropriate. Where a u3a member is involved in an accident or incident whilst taking part in a u3a event, Ilkeston u3a will ensure those who witnessed the event and were involved complete an Incident Report form. (Downloadable off the website). This must be completed and shared with those who need to have access to it, including the committee 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 members may be carrying out activities for Ilkeston u3a on their own. For example, opening a venue for a meeting, setting up for a meeting etc. Where this occurs the Ilkeston u3a member should ensure someone else knows where they are and when they should be expected back. The Ilkeston 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 Ilkeston u3a uses external venues who have their own policies and procedures and risk assessments Ilkeston 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 Ilkeston u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

Ilkeston will ensure this policy is kept up to date and reviewed annually.

 Ilkeston u3a Health and Safety Policy			
Version	Description of changes	Date	Review Date
Issue 1	Policy	Adopted Oct 2024	Oct 2025