

Craven u3a Health and Safety Policy

Members of the Committee are responsible for monitoring and overseeing the implementation of the policy. The Committee has the responsibility for ensuring that members follow this policy and to keep up to date with any new legal requirements.

It is the duty of every member 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 or omissions (HSW Act 1974 Section 7). Members are expected to do everything possible to prevent hazards and injury to themselves and others when engaged in u3a activities.

Group Leaders have an important role to play, and the committee ask that Group Leaders consider what information their group members need. This should include instructions for outdoor activities, and events in venues. This should include giving members appropriate information for foreseeable events as well as what to do if a member is falls ill or has an accident. For venues it should include reminders such as the location of fire exits and assembly points

Craven u3a Committee will:

- Book suitable premises for meetings and events.
- Ask venues to check that equipment is safe.
- Ask leaders to complete a venue check and that members at u3a events and meetings are aware of the fire drill and evacuation procedures.
- Ask Leaders that outdoor activities are pre-checked, that members are informed of these checks and the leaders have clear and simple emergency procedures.
- That any unexpected events are reported to the Group Leaders and Committee

Group leaders are assumed to run their groups in good faith but should be aware of foreseeable risks and events. Members are responsible for their own actions at all times.

“Assessment Checklists” for venues, walks and outdoor activities and “Incident Report Form” are on our web site.

The checklists help to make us aware of possible risks, but ‘common sense’ is the key phrase when completing these.

Venue Based Groups

No-one is expected to make expensive changes to their own homes or equipment, but that attending members are made aware of risks, such as steps or low doors etc in member's homes.

There must be a register of members attending events. In the event of an evacuation, Group Leaders or those leading the group must take the register with them to ensure that all people have left the building and inform the emergency services if anyone is unaccounted for or still inside

Outdoor Groups

Group Leaders or those leading an outdoor activity must also:

- advise members of the appropriate clothing and footwear.
- reconnoitre walks or locations in advance and warn members of potential hazards.
- if necessary, take responsibility to modify or cancel an activity.
- ensure there is a deputy to take over activity if required.

Details of the insurance covered by u3a is available from the deputy chair and Craven u3a website.

All accidents, injuries, illnesses or near misses at Craven u3a activities should be reported to the Group Leader and Committee. For serious incidents the Group Leaders will be asked to complete an Incident Report form available from Craven u3a website

All incidents in a year will be reported to the AGM.

The Committee is aware that Members are mature and responsible people and that this policy are almost certainly being followed as a matter of routine. It therefore simply records the need for constant safety awareness and care by all its members and assumes their routine compliance in the context of mutual regard and insured risk.

This policy, based on guidance from the Third Age Trust, was adopted by the Committee of Craven u3a in December 2022.

To be reviewed every 2-years,

Reviewed: March 2025