



Cotgrave & District u3a

Health & Safety

and

Risk Assessment Policy

This policy applies to the work of Cotgrave & District u3a (hereafter 'the u3a'). The aim of this policy is to ensure the safety of members as far as it is within the u3a's capability. As all members are volunteers, we are not covered by the Health and Safety at Work Act but should aspire to meet that standard. All members have a duty of care to themselves and to others. Additionally, the Committee Members have an obligation in Common Law to ensure the safety of members whilst they are taking part in u3a activities and ensuring Group Leaders are aware of their responsibilities. We have a nominated Health & Safety committee member who organizes an annual risk assessment of the premises used by the u3a and of outdoor activities. These assessments are documented, and the records are held by the Secretary.

If any new venue is used a Risk Assessment form should be requested from the Health & Safety Committee Member. In this context a new venue is defined as one which has not previously been used by the u3a or any u3a group. Use by another u3a does not obviate the need for assessment. As a routine, Group Leaders should carry out a brief visual inspection at the outset of each event to ensure the venue remains safe and should also ensure that attendees are still capable of undertaking the activities of the group.

CHECKS FOR NEW VENUES

1. Does the venue operator have public liability insurance?
2. Are there adequate and readily accessible fire escapes and emergency exits?
3. Is wheelchair access adequate?
4. Is access suitable for the group attending the activity, especially for anybody with limited mobility or other vulnerabilities?
5. Is the area to be used free from obstructions and trip hazards?
6. Are the toilet facilities adequate, clean and accessible?
7. Is the venue clean and tidy?
8. If refreshments are served are the facilities adequate and hygienic?
9. Are first aid facilities available?

CHECKS FOR MEMBERS' PREMISES

Where a member holds an event in his or her home or garden a detailed risk assessment is not necessary. However, a brief dynamic assessment should be completed, forms available from the H&S Committee Member. This should take no longer than ten minutes to complete. It is sufficient for that member to be aware of possible hazards and, if such exist, to point them out to visitors.

CHECKS FOR WALKERS AND RAMBLERS

The Group Leader must:

- Plan the route and then walk it prior to the actual group walk
- Check for hazards on the route – for example muddy/slippery sections, canals, rivers and other large areas of water, sheer drops, steep inclines, obstacles and livestock
- Change the route if any section of it is unsafe or potentially unsafe
- Avoid busy roads
- Advise walkers to bring suitable clothing and footwear

ACCIDENTS OR INJURIES

All accidents or injuries must be recorded by the group leader on an Accident/Incident Report form and passed to the Health and Safety committee member.

OTHER HEALTH & SAFETY CONSIDERATIONS

- Members' Health – members should be given the opportunity to share any health concerns with the Group Leader if they would affect participation in the group activity
- Manual Handling – members should not participate in any task involving lifting, carrying, or moving any object(s), which they believe they are not able to do safely.
- Pet Policy – before taking any dog or other pet to a u3a activity permission should be gained from the organisers.

Approved by Cotgrave & District Executive Committee and will be reviewed at least every 2 years.

Reviewed Dates.

August 2021 – Version 1

April 2024 – Version 2