

## **Crouch End and District u3a Health and Safety Policy 2022**

The Crouch End and District u3a (CEDu3a) is an unincorporated association, registered as a charity no: 1178165. It is a voluntary membership organisation and as such it is not subject to Health and Safety legislation; however, it has a common law 'duty of care' to take reasonable care to avoid causing harm to others.

This policy updates the policy adopted by the Executive Committee of the CEDu3a in February 2019. The Committee has the ultimate responsibility for overseeing the implementation of the policy and ensuring that conveners, volunteers and members are aware of, and adhere to, this policy and any new legal requirements which may come into force, in keeping with the provisions of the agreed Code of Conduct for members, adopted in September 2020.

Conveners have an important role to play in implementing this policy, as outlined in the Conveners Handbook which replaces the Advice or Conveners, adopted in February 2019. All reasonable precautions to ensure the health and safety of their group members should be taken. Likewise volunteers also have a duty of care towards the members with whom they become involved to ensure as far as possible that they are not exposed to any risk. It is equally 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. All members are expected to do everything possible to prevent hazards and injury to themselves and others when engaged in u3a activities.

Whilst most interest groups meet in members' homes, some meet in local venues or outside for specific sport or physical activities. It is the policy of CEDu3a to arrange these meetings in an environment for all members that is as healthy and as safe as may be considered reasonably practicable. Group organisers and conveners must ensure:

- Suitable premises for meetings and events are booked;
- That any equipment provided is safe and that instructions/training are given on the use of any equipment being used;
- Information is supplied so that members at u3a indoor events and meetings are aware of evacuation procedures in the event of a fire or other emergency situation;
- Incident reports, as shown in appendix 1, are made for consideration by the Executive Committee and held by the Secretary for annual review, and for use in any insurance claim.

Where meetings are held in people's homes, no-one is expected to make expensive changes to their own homes or equipment, or provide special facilities or personnel, but to be aware, and, where it's not practicable to remove the risk, make group members aware, of possible risks that exist.

In all situations interest group conveners shall run their groups in keeping with this policy, the Code of Conduct for Members and the Principles of the u3a in order that all group members share the responsibility for the health and safety of each other. To this end checklists for the various meetings, events and activities should be regularly reviewed and where necessary detailed risk assessments drawn up.

For all events and activities, other than in a person's home, a good practice checklist for dealing with an emergency should include that:

- At least one member has a mobile phone at all times;
- Where possible, an emergency contact telephone number for all persons involved in the event or activity is available;
- There is a basic first aid kit available;
- Where practicable a trained first-aider can be called on.

For Indoor events and activities in venues other than a person's home conveners should maintain a register of attendees and acquaint themselves with the Fire Policy Procedures of the premises which are being used and:

- Identify the location of a First Aid kit
- Identify all Fire Exits and the outside Assembly Points;
- Ensure that means of escape are known to all members and clear of any obstructions;
- Assess venue for potential hazards such as trailing wires, inappropriately sited furniture etc.;
- Assess availability of access for disabled and advise members of position;
- Ensure safe handling of furniture, through use of trolleys etc.;
- If equipment to be used, ensure someone is responsible for setting up and removing it in a safe manner with due regard to placing of wires, siting of screens, etc.;
- Ensure that personal baggage, cables etc. are tidied away and spillages are cleared immediately to avoid 'slips and trips';
- In the case of fire or other emergency ensure that all people have left the building and inform the emergency services if anyone is unaccounted for or still inside.

Conveners or persons leading an outdoor activity or organising an indoor sports activity or event need to:

- Have access to a First Aid kit
- Ensure members are equipped with appropriate clothing, footwear etc. for the activity to be undertaken;
- Identify hazards and recommend measures to reduce or eliminate them;
- Reconnoitre walks etc. in advance and warn members of potential hazards;
- If necessary, take responsibility to modify or cancel activity, according to conditions (e.g. floods, heat wave, underfoot, vegetation, cattle) at the time;
- Ensure a responsible person is identified as co-leader / deputy to take over activity in event of emergency.

All accidents, injuries and illness at u3a meetings or events should be reported on an incident report form, such as Appendix 1, which should include the following details:

- date, time, place of accident, injury or illness;
- name and address of the injured or ill person;
- details of accident, injury or illness;
- first aid treatment given;
- outcome for the casualty;
- name, address and signature of person reporting the incident;
- name, address and signature to whom the incident occurred.

Insurance cover provided by the National u3a indemnifies all members against sums they could become legally liable to pay as a result of;

- Accidental injury to or death of any person.
- Accidental loss or damage to material property not belonging to them, which arises or is caused in connection with the use by u3as.

A summary of the policy is available online at <https://su3a.org.uk/grouppages/wp-content/uploads/2018/03/Insurance-Cover-for-U3A-Members.pdf> In the event of a claim arising, it is important to let the Third Age Trust know straight away by contacting Lin Jonas at the National Office, on 0208 466 6139, email [lin.jonas@u3a.org.uk](mailto:lin.jonas@u3a.org.uk). In the meantime CEDu3a should not admit liability or fault on the part of itself or their members and the appropriate incident report form must be made available to the insurers.

**Appendix 1: Incident Report Form**

*The form, when completed, should wherever possible be signed by the 'injured party' as a true record and given to the Secretary of Crouch End & District u3a for consideration by the Executive Committee and held on file should any insurance claim be deemed necessary.*

**date, time, place of Incident**

**name and address of the injured or ill person;**

**details of accident, injury or illness;**

**first aid treatment given;**

**outcome for the person suffering the accident, injury or illness;**

**name, address and signature of person reporting the accident, injury or illness;**

**name, address and signature to whom the accident, injury or illness occurred;**