



Health and Safety Policy

1. General Policy Statement

1.1 As Trustees of WU3A your Management Committee is committed to exercise its duty of care by trying to provide healthy and safe working conditions, equipment and systems of work for all visitors, volunteers and members and to provide such training and information as is necessary. We will also endeavour to ensure that the activities of our various groups and of individuals are conducted in a safe and responsible manner, with all risks identified as far as is possible and subsequently minimised.

1.2 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. Members are expected to do everything possible to prevent hazards and injury to themselves and others when engaged in U3A activities. Members therefore need to adopt the policy in a positive way and to respond to any request from a Group Co-ordinator (or a nominated deputy) for the exercise of care in the course of Group activities. This is particularly applicable to those risks described below, with those Groups whose activities generate identifiable risks having their own review.

1.3 WU3A will:

- Book healthy and safe premises for meetings and events;
- Ensure that any equipment provided is safe and that instructions/training are given on the use of any equipment being used.
- Portable Appliance Test all electrical equipment owned by WU3A every 12 months;
- Make sure that members at U3A events and meetings are aware of the evacuation procedures in the event of a fire or other emergency situation;
- Keep this policy statement under constant review and make improvements, additions and amendments that from time to time as may be deemed necessary.

2. Organisational Responsibility

2.1 Members of the WU3A Committee (the Committee) are responsible for monitoring and overseeing the implementation of the above policy.

2.2 The Committee (trustees) has the ultimate responsibility for ensuring members adhere to this Health and Safety Policy and Procedure and to keep up to date with any new legal requirements as they come into force.

3. Procedures for carrying out the Health and Safety Policy

3.1 All members of WU3A are expected to adhere to the Health and Safety Procedures as outlined below.

3.2 Where necessary WU3A Health & Safety advisor will work with group coordinators or other organisers of activities, to develop risk assessments for activities of a more physical nature that present higher risk of an accident occurring.

3.3 Trustees and Interest group coordinators should also carry out risk assessments for the premises they use. It is the responsibility of meeting chairs and interest group coordinators to carry out a quick visual assessment of locations and equipment for any hazards on each occasion that a meeting takes place and to take appropriate action. Any concerns should be discussed with the premises owners or other responsible person and with WU3A Health and safety advisor.

3.4 Activity Group Meetings in Members' Homes. Hampshire Fire and Rescue Service has produced a booklet Fire Safety in the Home. This can be accessed on-line at:

<http://www.hantsfire.gov.uk/homesafetyinformation.pdf>.

4. Accidents and Incidents

4.1 Accidents should be reported to a Group Coordinator or member of the Committee in the first instance.

4.2 A written record shall be kept by the person witnessing the accident and a copy given to the group coordinator concerned, who should then complete an accident report form (see 4.4) and give a copy to the U3A Secretary.

4.3 An accident may be defined as anything that draws blood and/or requires the use of first aid equipment (even where this is merely a plaster).

4.4 All accidents, injuries and illness at U3A meetings or events should be recorded on an accident form (shown as Appendix 2) however trivial they might seem. The form, when completed, should wherever possible be signed by the 'injured party' as a true record.

5. In Case of Emergency (ICE) cards

Although not compulsory WU3A will encourage its members to carry these cards on their person when attending U3A activities. Blanks cards are supplied free of charge on request.

Approved and adopted at the 13th February 2014 WU3A Committee Meeting

Document Owner: WU3A Health & Safety committee representative