

## **HEALTH & SAFETY POLICY**

### **Purpose**

Health and safety is about minimising or removing the risk of accidents and injuries.

### **Scope**

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

### **Policy**

Littlehampton 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 events.

### **Insurance**

Littlehampton u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the u3a website [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice). If any activities are being considered that Littlehampton u3a is unsure if they are covered, they will contact the u3a Office 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 before running an activity.

### **Risk Assessments**

Littlehampton u3a will ensure the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated. Littlehampton 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. Further information, guidance and templates about risk assessments can be downloaded from the u3a website: [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice)

### **Responding to accidents/incidents and dealing with emergencies**

In the event of an incident/accident the Chair, Vice Chair or Secretary of Littlehampton u3a should be informed as soon as appropriate. Where a u3a member is involved in an accident or incident whilst taking part in a u3a event Littlehampton u3a will ensure those who witnessed the event and were involved complete an incident report. This must be completed and shared with those who need to have access to it, including the Committee Chair and kept on file by the Secretary. It will also need to be shared with the insurers in the event of an insurance claim. (See attached Accident/Incident Reporting form.)

## **Lone volunteering**

There may be occasions where u3a members may be carrying out activities for Littlehampton u3a on their own. For example, opening a venue for a meeting, setting up for a meeting etc. Where this occurs the u3a member should ensure someone else knows where they are and when they should be expected back. The 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 Littlehampton u3a uses external venues who have their own policies and procedures and risk assessments Littlehampton 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 Littlehampton u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

Littlehampton u3a will ensure this policy is kept up to date and reviewed every two years.

Policy adopted: 27<sup>th</sup> November 2025

Review date: November 2027

**ACCIDENT / INCIDENT REPORT FORM**

This form should be completed by the Group Leader or member of the Committee. The completed incident form should be retained on file by Littlehampton u3a Committee for a minimum of three years, regardless of whether a claim appears likely.

Any incident in which a member has been injured, or property has been damaged, must be reported to the Third Age Trust via email to [info@u3a.org.uk](mailto:info@u3a.org.uk). All incidents are reported to the insurers, regardless of whether there is a claim or not.

**DETAILS OF PERSON COMPLETING FORM (GROUP LEADER/COMMITTEE MEMBER):**

Name:

Tel. No:

Position:

Address:

email:

**DATE AND TIME OF ACCIDENT/INCIDENT:****LOCATION:****NATURE/CIRCUMSTANCES OF ACCIDENT/INCIDENT:****DETAILS OF INJURY OR DAMAGE TO PROPERTY:****INJURED PARTY:**

Name:

Tel. No:

Address:

email:

Was injured party a member of Littlehampton u3a on date of incident?  Yes No

**PERSON CAUSING INJURY OR DAMAGE** (if applicable):

Name:

Tel. No:

Address:

email:

Was this person a member of Littlehampton u3a on date of incident? ...  Yes  No**OTHERS INVOLVED:**

Name:

Tel. No:

Address:

email:

Were they a member of Littlehampton u3a on date of incident?  Yes  No**WITNESS TO ACCIDENT/INCIDENT:**

Name:

Tel. No:

Address:

email:

**ACTION TAKEN:****WAS ANY SPECIALISED ASSISTANCE REQUIRED AT THE SCENE?** If so, please give details.**WAS MEDICAL ADVICE SOUGHT AFTERWARDS?** If so, please give details.

I declare that, to the best of my knowledge and belief, all of the details provided are true and correct in all respects.

Signature of person completing form:

Date:

COMPLETED FORM MUST BE FORWARDED TO GROUP CO-ORDINATOR, LITTLEHAMPTON u3a