



Health and Safety Policy for Barnsley & District u3a

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

Policy

Barnsley & District 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, performances, promotions, outdoor activities, and travel.

Insurance

Barnsley and District 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. If any activities are being considered that Barnsley and District 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.

Activity Safety Checks/Risk Assessments

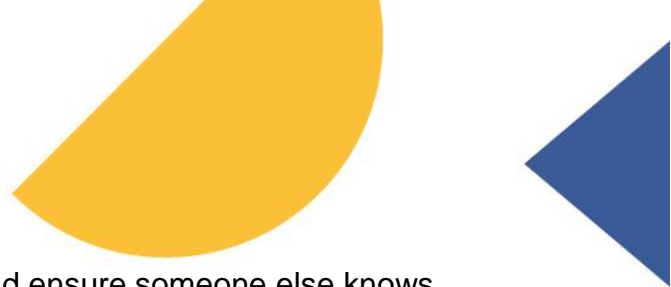
Barnsley and District u3a will ensure the Committee, Group Coordinators or those responsible for a meeting or event complete an Activity Safety Check. These will be used to identify any risks and explore how they could be mitigated. Barnsley & District u3a is aware that some venues used for meetings/events may already have their own risk assessment. These should be reviewed and where mitigations are 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 escape or that portable electrical equipment must be tested. 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 National u3a website: www.u3a.org.uk/advice These template/checklists are used to produce the Bu3a Activity Safety Check Forms which can be downloaded from the Safety Section at www.bu3a.org.uk

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Chairman and Vice Chair of Barnsley and District 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, Barnsley and District u3a will ensure those who witnessed the event and were involved complete an incident report (Incident Report Form available to download from the Bu3a website) and share the form with those who need to have access to it, including the Committee Chair and a copy kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

Lone volunteering

There may be occasions where u3a members may be carrying out activities for Barnsley and District 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 Barnsley and District u3a uses external venues who have their own policies and procedures and risk assessments, Barnsley and District 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 Barnsley and District u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

Barnsley and District u3a will ensure this policy is kept up to date and reviewed annually.

u3a	Template Health and Safety Policy for u3as	The Third Age Trust
Version	Description of changes	Date
1.0	Development of new document	16/06/2023
	Adapted for Barnsley u3a by JE August 2023 and submitted to the committee	
	Edited by SS & JE and resubmitted to the committee for consideration for adoption at the next executive committee meeting	28/08/2023
Oct 23	Adopted at the Executive Committee Meeting for Upload to the Website	20.10.2023
Nov 23	Modified to account for the use of Activity Safety Checks for Risk Assessments and adding a link to the Bu3a website. And inserting the Bu3a Charity registration number in the footer.	01.11.2023