



## **Health and Safety Policy**

### **Risk Assessments**

Hamilton and District u3a aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting for all u3a groups, monthly meetings and at events.

#### **Insurance**

Hamilton and District u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance 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 Hamilton 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. A check before running any such activity will be required.

#### **Risk Assessments**

Hamilton and District u3a will ensure that risk assessments have been completed for any meeting, group activity or event. Hamilton and District u3a will ensure that the Committee and all Group Leaders are aware of these. Hamilton and District u3a will provide each Group Leader with the relevant risk assessment for their group(s) and request that each Group Leader makes the members of their group(s) aware of the content of these risk assessments.

Hamilton and District u3a are aware that outside venues may already have their own risk assessments.

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

In the event of an incident/accident the Chairperson/Secretary of Hamilton 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 Hamilton and District 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 i.e. Chairperson/Committee and it will be kept on file. It will also 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 Hamilton and District u3a on their own e.g. 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, a mobile phone with them and know to avoid activities at height e.g. using a ladder.

### **Manual Handling**

All u3a members require to 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 Hamilton and District u3a uses external venues who have their own policies, procedures and risk assessments Hamilton 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 Hamilton and District u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

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

*Date of Policy : October 2024*

*Review Date : October 2025*

