

## Dawlish and District u3a Health and Safety Policy

While the Dawlish and 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, members should take reasonable steps to ensure their own health and safety when engaged in u3a activities. This will include members ensuring that organisers are aware of any issues which affect them as individuals so that any appropriate actions can be taken.

### **Insurance**

Dawlish and District u3a will ensure the Committee, Group Leaders or those responsible for meetings or events are aware of the need for appropriate risk assessments in line with the possible level of risk, and take all practical steps to mitigate any risks found. Dawlish and 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 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 any member of the Committee of Dawlish 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 Dawlish and District u3a will ensure those who witnessed the event and were involved complete an incident report (template available to download from [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice)). This must be completed and shared with those who need to have access to it, including the Committee Chair and 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 Dawlish 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 some appropriate assistance.

### **Venues**

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

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

Approved                      15<sup>th</sup> April 2024  
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Dawlish and District u3a Health and Safety Policy ver1.1

