

## Health and Safety Policy

### Introduction

This document has been created from a u3a National Office template. It should not be confused with safeguarding. Where safeguarding is about protecting an adult's right to live in safety, free from abuse and neglect, health and safety is about minimising or removing the risk of accidents and injuries.

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.

Wilmslow 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

Wilmslow 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/](http://www.u3a.org.uk/) advice. If any activities are being considered that Wilmslow 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

Wilmslow 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. Wilmslow 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 a member of Wilmslow U3A Committee 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 Wilmslow U3A will ensure those who witnessed the accident or incident 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 Wilmslow 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 Wilmslow U3A uses external venues who have their own policies and procedures and risk assessments Wilmslow 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 Wilmslow U3A is hosting an open day this will also include ensuring those who are not u3a members are also informed.

## **Related documentation**

The following documents are available on the national u3a website [www.u3a.org.uk/](http://www.u3a.org.uk/) advice:

- Risk assessment templates – including templates for a range of different venues and activities including groups meetings at members' houses.
- Risk Management guidance
- Insurance Cover Note 2023
- Insurance FAQs
- Insurance Overview

## **Changes to the policy**

This Policy is available on the Wilmslow U3A website. This policy may change from time to time. Members will be informed via the Newsletter and the monthly meetings when any material changes are made to Wilmslow U3A's policies and procedures.

## **Queries regarding this policy**

If you have any questions regarding this Policy, please direct your queries to [secretary@wilmslowu3a.org.uk](mailto:secretary@wilmslowu3a.org.uk)

## **Adoption and Review**

This policy was adopted on 9th March 2026 and should be reviewed when there is a change to the national u3a guidance.