

Health and Safety Policy

Purpose

The Health and Safety at Work etc. Act 1974 places duties on employers, but this policy recognises that volunteers and members must also be protected from avoidable risks. This policy aims to ensure that reasonable care has been taken to maintain safe and healthy conditions and environments for all members during the meeting of our groups, and at outings and events. This policy also seeks to advise participants of the potential risks of some activities and is made available to all Caterham & District u3a members via the website <https://caterhamanddistrict.u3asite.uk/procedures-policies/>

Insurance

Caterham & District u3a is covered by the insurance provided by The Third Age Trust.

The Third Age Trust provides third party liability insurance. For Caterham & District u3a, extreme sports and high hazard activities will not normally be covered.

A copy of the insurance cover can be accessed on our website:
<https://caterhamanddistrict.u3asite.uk/procedures-policies/>.

Risk Assessments - General

Caterham & District u3a will ensure that the Committee, group leaders and those responsible for meetings or events review and assess any relevant risks.

Risk assessments relevant to some of our activities have been generated and issued to the relevant Group Leaders (see list on last page). The procedures detailed therein are aimed at the particular activity and are intended to reduce or negate the risk of accidents or incidents.

Risk assessments held by the Caterham & District u3a are to be adopted by the relevant Group Leaders, signed and dated, and reviewed annually or when circumstances change. Some information within the risk assessment may need to be relayed to the group members, and where risk cannot be eliminated, a waiver document to be signed and dated by all attendees. The waiver should be signed by all new attendees on joining the relevant group.

Trips and falls

Trips and falls are common accidents everywhere. Caterham & District u3a expects its group leaders and event hosts to ensure that all potential hazards are removed wherever possible. This includes clutter from personal possessions, equipment, cables and any other item that can be moved out of the way for the duration of the event. Cables that cannot be removed for the event must be covered by appropriate means in order to prevent trips.

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. This is particularly relevant when moving furniture to set up a venue for a meeting.

Outdoor activities

Caterham & District u3a requires that its group and event leaders ensure that all potential outdoor hazards are avoided or managed wherever possible. This includes notifying attendees of any relevant weather conditions on the day, any clothing requirements, the length, duration and intensity of walks, planned comfort and refreshment breaks, and the reminder to bring personal medications and sun protection where relevant. A First Aid kit should be available.

Lone Working

There is to be no lone working where manual handling, lifting, furniture moving, ascending ladders or where there is potential for an accident to take place. Where these tasks are required, a minimum of 2 people should be present.

Venues

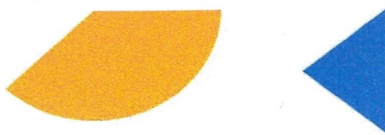
Caterham & District u3a uses external venues who have their own policies, procedures and risk assessments. Caterham & District u3a event organisers will ensure these are followed and will relay relevant information to others within the group. This will include making sure all u3a members in attendance are aware of what to do in the event of a fire alarm or evacuation. Another example of a risk assessment at a venue might be regarding the maximum number of chairs that may be stacked to prevent accidents.

Responding to accidents/incidents and dealing with emergencies

Any accident or incident must be reported promptly to the Chair, and a completed report must be filed with the Caterham & District u3a Secretary.

Where a member is involved in an accident or incident whilst taking part in a u3a event, Caterham & District u3a will ensure that those who witnessed the event, or were involved, complete an accident report. A copy of the Caterham & District Incident Report is in <https://caterhamanddistrict.u3asite.uk/wp-content/uploads/2024/08/accidentreportform.pdf>

The completed report must be shared with the Chair and Secretary, retained securely for a period of 3 years. It will also need to be shared with the insurers in the event of an insurance claim. If an insurance claim is necessary, then the Third Age Trust should also be notified.



Tasks and Roles:

The Chair will coordinate an investigation into the incident if it is of sufficient significance to require to be notified to the insurers and The Third Age Trust.

The Secretary will retain all documentation relevant to each reported incident for a period of 3 years.

Committee members and Group Leaders at the earliest convenience will discuss taking preventative measures to help prevent a future occurrence

The Welfare Officer to maintain contact with any person directly affected by the incident.

Related documentation

The following are available on our website, along with other recommended documents. <https://caterhamanddistrict.u3asite.uk/procedures-policies/> to enable our members to adopt the recommended procedures within:

- This Health & Safety Policy - June 2026
- Risk Management documents for DIY groups - May 2026
- Safeguarding Policy and Procedure - June 2026
- Insurance Cover Note 2026

Caterham & District u3a will ensure this policy is kept up to date and reviewed every 2 years, or whenever circumstances require.

Signature Paul J. Knight

This policy was adopted on: June 2026

Review date: June 2027

Version	Description of changes	Date
DRAFT	Adapted from Third Age Trust Policy of the same subject	May 2026
A	Adapted to be relevant to Caterham u3a - Approved by Committee	June 2026