

# Stokesley and District u3a

## Health and Safety Policy

### Purpose of this policy

The [Health and Safety at Work Act 1974](#) only applies to paid workers, although volunteers must still be protected from risks. u3as should ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

Stokesley & 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.

### Insurance

Stokesley & 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 [u3a - Members Area](#). If any activities are being considered that Stokesley 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.

### Risk Assessments

Stokesley & District u3a will ensure the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment. These will be used to identify any risks and explore how they could be mitigated. Risk assessments will be registered on S&D u3a Onedrive, and retained for three years, for insurance purposes. The risk assessment registry shall be reviewed as part of any review of this policy.

Stokesley & 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. Where relevant, clear instructions and guidance will be provided to anyone who requires it.

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

In the event of an incident/accident the Chair or Secretary of Stokesley & 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, Stokesley & District u3a will ensure those who witnessed the event and those involved complete an Incident Form (Template available to download from Stokesley and District u3a website) [Incident Form](#). 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 Stokesley & 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.

### **Fire Evacuation**

Stokesley and District u3a will hold up-to-date copies of the fire and evacuation procedures for all venues it uses. These will be available via the Stokesley and District website, and shall be reviewed as part of any review of this Policy.

Before every meeting the meeting leader shall make attendees aware of the fire and escape procedures. It is attendees' responsibility to ensure they can conform to the evacuation requirements. If an attendee has any concerns, they should initially consult with the Meeting Leader. If appropriate the venue Fire Officer shall be consulted, and a risk assessment completed with the Fire Officer.

In the event of an evacuation being required, meeting attendees shall follow the instructions of the Meeting Leader, and any venue Fire Warden, Attendees shall not delay their evacuation to collect personal belongings. Evacuation shall be conducted in a calm, orderly manner, and all attendees shall assemble at the designated assembly point, and remain there until the roll call has been completed. The Meeting Leader shall be responsible for ensuring the attendance record is taken to the assembly area, and shall conduct the roll call. The result of this roll call shall be reported to the venue Fire Warden. Under no circumstances shall any member re-enter the building until it has been defined as safe by the venue management or the fire service.

Any evacuation, whether due to a real, or false, alarm shall be reported to the Committee via the incident report system (planned practice evacuations, arranged by the venue, need only be reported if incidents occur that require resolution, or communication).

### **Venues**

Where Stokesley & District u3a uses external venues who have their own policies and procedures and risk assessments Stokesley & District u3a will ensure these are followed. If Stokesley & District 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 u3a website [u3a - Members Area](#))

- Risk assessment templates – including templates for a range of different venues and activities including groups meetings at members' houses. (These are also available on S&D Website, under Group Leader, Risk assessment).
- Risk Management guidance
- Safeguarding Policy and Procedure Sample
- Insurance Cover Note
- Insurance FAQs
- Insurance Overview

Version id	Date Implemented	Revisions	Review Date
1	25.07.23	Development of a new document	25.07.24
2	16.05.24	Review and incorporation of Fire and Evacuation Policy	28.05.25
3	28.04.25	Document Review	28.04.26