

Health & Safety

The contact details of the committee member dealing with H&S are listed in the appendix.

This policy provides general guidelines for Group Leaders and Members in their varied activities. It provides risk assessment checks on the many venues used by groups as well as more specific assessments for outdoor activities, including group trips, U3A day trips and holidays. Included are checklists advised by the Third Age Trust.

All members of Cheadle U3A have a responsibility to be aware of health and safety issues in the conduct of their activities. **The Third Age Trust has issued the following guidance:**

U3As are self-help co-operative organisations run entirely by the members for the members and therefore it is important that individuals are able to take full responsibility for their own participation in U3A activities/events. Should the situation arise where a member wishes to attend an interest group or activity but is worried that he/she would not be able to participate fully without help, The Third Age Trust has extended its liability insurance policy to cover the attendance of a companion/carer. It is hoped that by doing this, members in this situation will continue to enjoy the full benefits of U3A membership. If you find yourself in this position at any time, please don't stop coming; speak to a member of the committee in confidence and appropriate arrangements can be agreed.

*Members of the U3A are encouraged to carry next of kin details and/ or put **ICE** (in case of emergencies) against a number or numbers in their mobile phone book.*

ACTIVITY RISK ASSESSMENTS – Health & Safety

1. Venue Risk Assessment

There is a single checklist applicable to each venue used by U3A.

An **annual** check will be made under the **guidance of the member appointed as Health & Safety Co-ordinator.**

The check lists will then be sent/shared with a venue representative.

Finally a copy of the relevant checklist will be given to each group leader using that venue, who should familiarise themselves with any highlighted potential risks associated with the venue. The GL should also briefly check the venue each time it is used to ensure things are as they should be and report any identified changes to layout/potential risks to the H&S Co-ordinator.

2 Special Outdoor Activities

Activities like **Walking, Cycling** etc. each have a Disclaimer, which also includes H&S advice, up in consultation with their group leaders.

It will be necessary for each leader to make a risk assessment before a particular day's event involving its particular location, difficulty etc.

3 Study Trips

A specific checklist related to the U3A aspects of the visit should be used in connection

with a Field/Study Trip. Travel provision (and hotel accommodation if appropriate), is covered by the relevant travel companies concerned. Coach operators/drivers are responsible for ensuring seat belts are worn and if toilet facilities are available, though it is advisable for the trip organiser to ensure this is dealt with.

Accident Reporting

In the event of an accident during an activity, an **accident report form** should be completed by the GL and sent (preferably via e mail) to the Health & Safety Co-ordinator/U3A Executive Committee, who will retain a copy on file.

Copies of all the forms referred to are available from the Cheadle (Staffs) U3A Health & Safety Representative