

Cupar U3A Health and Safety Policy

The Committee of Cupar U3A has agreed this policy, which is based on advice from the Third Age Trust.

Members of the Committee are responsible for monitoring and overseeing the implementation of the policy. The Committee has the ultimate responsibility for ensuring that members adhere to this policy and keep up to date with any new legal requirements as they come into force.

It is equally the duty of every member to exercise responsibility and to take reasonable care of their own health and safety and that of any other person who may be affected by their actions or omissions (Health and Safety at Work Act 1974 Section 7). Members are expected to do everything possible to prevent hazards and injury to themselves and others when engaged in U3A activities. Group Contacts have an important role to play in this regard, and we ask that all Group Contacts review what information their group members need. This should also apply to any group member who may be responsible for the group for any given activity. This should include procedures for using special materials or equipment, as well as more general reminders such as the suitability of the venue and the activity taking place.

It is the policy of Cupar U3A to arrange meetings in an environment for all members that is as healthy and as safe as may be considered reasonably practicable.

Cupar U3A will:

- Book suitable premises for meetings and events;
- Ensure that any equipment provided is safe and that instructions/training are given on the use of any equipment being used;
- Supply information so that members at U3A events and meetings are aware of the evacuation procedures in the event of a fire or other emergency situation.

Importantly, no-one is expected to make expensive changes to their own homes or equipment. U3A members running activities in their homes should be aware of possible risks. Where it's not practicable to remove the risk, they should make group members aware, of possible risks that exist. Group Contacts are assumed to run their groups in good faith, unless they behave recklessly. Group members are responsible for their own actions at all times.

Risk Assessment checklists for Venues, Walks and Electrical Testing have been produced by U3A Trust. Copies are available from the Chairman or from the web site. The Checklists also help to make us aware of possible risks, but 'common sense' is the key phrase. (See appendix 1a and 1b)

Group Contacts must maintain a register of attendees and acquaint themselves with the Safety Procedures of the premises which are being used, such as:

- Identify all Fire Exits and the outside Assembly Points

- Ensure that means of escape are known to all members and clear of any obstructions
- Ensure that personal baggage, cables etc. are tidied away and spillages are cleared immediately to avoid slips and trips

In the event of an evacuation, Group Contacts must take the register with them to:

- Ensure that all people have left the building
- Inform the emergency services if anyone is unaccounted for or still inside Group Contacts or persons leading an outdoor activity also need to:
 - Advise members where necessary of the need for appropriate clothing and footwear suitable for the activity undertaken
 - Identify hazards and recommend measures to reduce or eliminate them
 - Reconnoitre walks etc. in advance and warn members of potential hazards
 - If necessary, take responsibility to modify or cancel activity, according to the conditions at the time
 - Ensure a responsible person is identified as co-leader/deputy to take over activity in event of emergency. (see appendix 1b)

Details of the insurance cover held by the U3A is available from the Chairman or the web site.

All accidents, injuries and illness at U3A meetings or events should be reported to a member of the Committee, in the first instance. A written record shall be kept by the person witnessing the accident and a copy given to the group contact concerned, who should then complete the Accident Report form and give a copy to the Chairman.

The Committee is aware that Members are mature and responsible people and that the provisions of this policy are almost certainly being followed as a matter of routine. It therefore simply records the need for constant safety awareness and care by all its members and assumes their routine compliance in the context of mutual regard and insured risk.

Accepted by Cupar U3A as part of the Group Contacts Handbook	March 2024
Review Date	March 2026

Appendix 1a Venue Risk Assessment checklist

U3A Name	Cupar U3A
Location	
Date	
U3A Interest Group	
Description of Activity	

	Hazard	Yes	No	N/A	Comment
1	Is access to the building suitable for the group attending the activity?				
2	Is Wheelchair access required and available?				
3	Is the area free from obstructions and trip hazards?				
4	Are there signed and adequate means of evacuating the building in case of an emergency?				
5	Is there a fire alarm system?				
6	Is there emergency lighting?				
7	Is there a designated assembly point?				
8	Is there an emergency procedure for the building and do you have a copy?				
9	Is there appropriate furniture in the building for the activity?				
10	Is it a U3A responsibility to set out the furniture before and after the event?				
11	Is food or drink being prepared or provided?				
12	Is the Kitchen adequate and hygienic?				
13	Are food safety cleaning materials available?				
14	Are toilet facilities adequate and accessible?				
15	Has the equipment being used for the activity been suitably checked?				
16	Is a first aid box available or required to be supplied by the U3A?				
17	Other please define				

Additional Comments

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Signature _____

Position _____

Date _____

Appendix 1b Notes for Walking Group Leaders

U3A Name	Cupar U3A
Location	
Date	
U3A Interest Group	
Description of Activity	

Before the Walk

- Define the location and distance of the walk
- Give an indication of timing and define if it is a linear or circular walk
- Identify the terrain expected and the height and climbs involved
- Identify the level of fitness required
- Advise requirement for appropriate footwear and clothing
- Indicate whether there will be toilet and refreshment opportunities on the walk
- Advise what to bring
- Advise if it is appropriate to bring dogs
- Identify the meeting point and time to meet
- Identify any public transport options
- Identify car parking facilities
- Gather Contact details

On the Day and during the walk

- Carry out a walk briefing
- Ensure all expected members are present
- Advise lunch or refreshment options
- Identify route and duration
- Identify known hazards
- Ensure group members are suitably fit and equipped for the intended walk
- Ensure walk leader has emergency contact details if appropriate
- Ensure the group stay together and that all members are accounted for during the walk

Additional Comments

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<u>Signature</u>	<u>Position</u>	<u>Date</u>
Accepted by Cupar U3A		March 2022
Review Date		March 2023