Bournemouth u3a Health and Safety Policy

1 Purpose

This policy is based on a template document for u3as to adapt, agree and adopt to cover areas of health and safety within a u3a. 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.

2 Scope

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.

3 Policy

Bournemouth 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

Bournemouth 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/advice. If any activities are being considered that Bournemouth 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 covered. Please check before running an activity.

Risk Assessments

Bournemouth 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. Bournemouth 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

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Chair of Bournemouth 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, Bournemouth u3a will ensure those who witnessed the event and were involved complete an incident report (template attached to this policy and can also be downloaded from 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 Bournemouth 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 Bournemouth u3a uses external venues who have their own policies and procedures and risk assessments Bournemouth 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 Bournemouth u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

Bournemouth will ensure this policy is kept up to date and reviewed annually.

4 Related documentation

The following documents are available on the u3a website www.u3a.org.uk/advice to support u3as develop, approve and adopt this policy:

- Risk assessment templates – including templates for a range of different venues and activities including groups meetings at members' houses.
- Risk Management guidance
- Safeguarding Policy and Procedure Sample
- Insurance Cover Note 2026 or later
- Insurance FAQs
- Insurance Overview

5 Adoption and Review

This policy is based on the Health and Safety Policy, "Health and Safety Policy Template 2023" published by TAT on 16 June 2023 (as amended) and was adopted by Bu3a on 10th June 2024 and reviewed in August 2026. Next Policy Review date **June 2029).**

Bournemouth u3a - Incident report form

This form should be completed by a member of the committee or by a group convenor. Completed forms should be emailed to secretary@bournemouthu3a.org.uk

The completed incident form should be retained on file by the u3a committee for a minimum of three years, regardless of whether a claim appears likely.

Any incident in which a member has been injured, or property has been damaged, must be reported to the Third Age Trust via email to info@u3a.org.uk. All incidents are reported to the insurers, regardless of whether there is a claim or not.

1. Your details

u3a	
Name	
Position	
Email	
Telephone	
Address	
Postcode	

2. Incident details

Date of incident	
Time of incident	
Where did the incident occur?	
Is there any CCTV footage of the incident?	☐ Yes ☐ No
Please state the reason for the injured person or damaged property being there	

Please describe the circumstances of the incident *Attach a sketch or photograph(s) if possible*

3. Particulars of person(s) involved in the incident

(continue on a blank page if necessary)

Name		
Email		
Telephone		
Address		
Postcode		
Were they a member of your u3a on the date of the incident?	☐ Yes	☐ No
What is their involvement in the incident? ☐ Injured person ☐ Owner of damaged property ☐ Witness		

Name	
Email	
Telephone	
Address	
Postcode	
Were they a member of your u3a on the date of the incident?	☐ Yes ☐ No
What is their involvement in the incident? ☐ Injured person ☐ Owner of damaged property ☐ Witness	

Name	
Email	
Telephone	
Address	
Postcode	
Were they a member of your u3a on the date of the incident?	☐ Yes ☐ No
What is their involvement in the incident? ☐ Injured person ☐ Owner of damaged property ☐ Witness	

Name	
Email	
Telephone	
Address	
Postcode	
Were they a member of your u3a on the date of the incident?	☐ Yes ☐ No
What is their involvement in the incident? Injured person ☐ Owner of damaged property ☐ Witness	

4. Type of incident

What type of incident are you reporting?	
Injury	☐ *Skip section 7*
Damage to property	☐ *Skip sections 5 and 6*
Both – injury and damage to property	☐ *Please complete all sections*

5. Particulars of the injured person(s)

Please make sure you have listed them in section 3

Name	
Were they a member of your u3a on the date of the incident?	☐ Yes ☐ No
Please add any comments made at the scene by them	
Were they wearing suitable footwear? (if relevant to the incident)	☐ Yes ☐ No

6. Details of injury

Describe the injuries
What immediate action was taken?
What treatment was given at the scene?

Were they admitted to or treated in hospital? Please give details
Are they receiving ongoing medical treatment? Please give details

7. Details of damaged property

Skip this section if not reporting damage to property

Please describe the damage caused (to be completed by a committee member)	
Estimated cost of repair or replacement	
Name of owner (of damaged property)	
Address	
Postcode	
Email	
Telephone	

The remaining sections are to be completed for all incidents

8. Name and comments of witnesses to the incident

(Continue on a blank page, if necessary)

Name	
Comments made	

Name	
Comments made	

9. Other environmental conditions (weather, dry, rain etc) or (flooring, liquid present, cleaned away)

10. Declaration

Your name	
I declare that, to the best of my knowledge and belief, all of the details provided are true and correct in all respects. **Date**	
Signed	