u3a
Huntingdon

Policy Statement
Health and Safety

The Health and Safety at Work Act 1974 only applies to paid workers, although members and volunteers must still be protected from risks. Huntingdon u3a (Hu3a) should ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

Hu3a 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.

In this document, the term members is taken to include anyone attending an Hu3a event in any capacity ie paid up members, volunteers, visitors (including members of other u3as) guest speakers etc.

Insurance

Hu3a 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 Hu3a 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

Hu3a 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. Hu3a 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 Hu3a should be informed as soon as appropriate. Where an Hu3a member is involved in an accident or incident whilst taking part in an Hu3a event, Hu3a will ensure those who witnessed the event and were involved complete an incident report (template available to download 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 Hu3a members may be carrying out activities for Hu3a on their own. For example, opening a venue for a meeting, setting up for a meeting etc. Where this occurs the Hu3a member should ensure someone else knows where they are and when they should be expected back. The Hu3a 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 Hu3a uses external venues who have their own policies and procedures and risk assessments Hu3a will ensure these are followed. This will include making sure all Hu3a members in attendance are aware of what to do in the event of a fire alarm/evacuation. If Hu3a is hosting an open day this will also include ensuring those who are not Hu3a members are also informed.

Where a Risk Assessments is not available, group leaders/event organisers should consider potential hazards and advise members accordingly. A written record of that advice should be kept. This includes events and group meetings held in members' homes.

Where no caretaker, site manager etc is available, group leaders/event organisers should have a mobile phone available to summon help in case of an emergency

For larger meeting (eg Open Meetings) every effort should be made to ensure a qualified first aider is present. The Committee should investigate the possibility of offering/funding such training to selected volunteers.

Hu3a will ensure this policy is kept up to date and reviewed annually.

Related documentation

- Risk assessment templates – see central u3a website
- Risk Management guidance – see central u3a website
- Hu3a Safeguarding Policy
- Hu3a Insurance FAQs
- Hu3a Insurance Overview

Approved by Hu3a Committee: 5 April 2022 Signed: Brian Perrett, Acting Chair
Reviewed: 6 January 2026 Signed: Brian Perrett, Chair