

## **Paddock Wood u3a Health and Safety Policy**

Paddock Wood 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**

Paddock Wood 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](http://www.u3a.org.uk/advice). If Paddock Wood u3a is unsure whether any proposed activity is 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. Checks should be made before running any such activity.

### **Risk Assessments**

Paddock Wood u3a will ensure the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment(s). Risk assessment forms are available from our website [www.paddockwoodu3a.org/health-and-safety](http://www.paddockwoodu3a.org/health-and-safety). These will be used to identify any risks and explore how they could be mitigated. Paddock Wood 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.

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

In the event of an incident/accident the Chair of Paddock Wood 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, Paddock Wood u3a will ensure that those who witnessed the event and were involved, complete an incident report. A copy of our incident report form is available from our website [www.paddockwoodu3a.org/health-and-safety](http://www.paddockwoodu3a.org/health-and-safety). 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 Paddock Wood 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 Paddock Wood u3a uses external venues who have their own policies and procedures and risk assessments Paddock Wood 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 Paddock Wood u3a is hosting an open day this will also include ensuring that those who are not u3a members are also informed.

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

Adopted: tba

Review date: tba