



# North London U3A

## Health and Safety Policy (interim)

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### Scope

The [Health and Safety at Work Act 1974](#) only applies to paid workers, although volunteers must still be protected from risks. NLU3A aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of Interest Groups, Monthly Meetings and at events.

### Insurance

NLU3A 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). NLU3A will contact the u3a Office for further advice if unsure about cover for any activity being considered.

### Responsibilities

The committee is responsible for overseeing the implementation of this policy and ensuring that Group Coordinators, event organisers, volunteers and members are aware of and adhere to this policy and any new legal responsibilities which may come into force.

Group Coordinators should take all reasonable precautions to ensure the health and safety of their group members. Likewise, event organisers and other volunteers have a duty of care towards the members with whom they become involved to ensure as far as possible that they are not exposed to any risk.

**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. All members are expected to do everything possible to prevent hazards and injury to themselves and others when engaged in NLU3A activities.

Before taking part in any activity, it is the responsibility of every member to decide whether they have the fitness and competence to do so safely. The Group Coordinator or event organiser will provide information about the activity needed to make this assessment if requested.

## **Activities outside the home**

While many interest groups meet in members' homes or through electronic media such as Zoom, others meet in local venues or outside for sport or physical activities or visit external locations. Group Coordinators and event organisers should take reasonable steps to ensure that:

- Suitable premises for meetings and events are booked.
- Any equipment provided is safe and that instructions or training are given on the use of any equipment being used.
- Information is given so that members at NLU3A indoor events and meetings are aware of evacuation procedures in the event of a fire or other emergency situation.
- Some venues used for meetings/events/visits will already have their own risk assessment; these should be reviewed and, where actions to mitigate risks are identified, ensure they are actioned. For example, a venue may state that no more than five chairs should be stacked together and or nothing placed in the way of fire escapes.

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

In the event of an incident or accident, the Group Coordinator or the event organiser should ensure that appropriate action is taken to assist the member or members affected. This may include telephoning 111 for medical advice (or 999 if the incident is life threatening) and contacting any emergency contact name which the member has supplied.

The Chair of NLU3A should be informed as soon as appropriate. Where an NLU3A member is involved in an accident or incident whilst taking part in an NLU3A event, NLU3A will ensure those who witnessed the event and were involved complete an incident report (template available to download from [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice)). This must be completed and shared with those who need to have access to it, including the Chair, and be kept on file. It will also need to be shared with the insurers in the event of an insurance claim.