

Scottish Charity No.37928

## Health and Safety Policy

### Introduction

Forth Valley u3a (FVu3a) aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of FVu3a groups, monthly meetings and at events.

All members share responsibility for achieving safe meeting and/or activity conditions. It is expected under the Code of Conduct for members take care of their own health and safety and that of others; observe applicable safety rules; and follow instructions for the safe use of equipment, if any is used.

### Insurance

FVu3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the national u3a website [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice). If any activities are being considered and FVu3a is unsure if they are covered, they will contact the national 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. Please check before running an activity.

### Risk assessments

FVu3a will draw attention to the Board, Group Coordinators or those responsible for a meeting or event that risk assessment(s) have been produced by the Third Age Trust for most activities that may be undertaken. These can be used to identify any risks and explore how they could be mitigated.

FVu3a is aware that some venues used for meetings/events may already have their own risk assessment. These should be reviewed and where mitigations are identified, it is important to 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](http://www.u3a.org.uk/advice)

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

In the event of an incident/accident the Chair of FVu3a 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, FVu3a will ask those who witnessed the event and/or were involved

complete an incident report (template available to download from [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice) and also refer to the Guidance notes on FVu3a website). This should be completed and shared with those who need to have access to it, including the Chair of the Board and kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

Group coordinators should hold emergency contact details for all member of their group.

### **Lone volunteering**

Lone working is discouraged.

However, there may be occasions where u3a members may be carrying out activities for FVu3a on their own. For example, opening a venue for a meeting, setting up for a meeting etc. Where this occurs the FVu3a member should ensure that someone else knows where they are and when they are expected back. The FVu3a 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 FVu3a members should think about manual handling such as moving tables and chairs, in advance to avoid injury to themselves and others. Members should not carry out any tasks they think may be physically challenging to them and should ask for help from other u3a members when required.

### **Venues**

Where FVu3a uses external venues who have their own policies and procedures and risk assessments. FVu3a will ensure these are followed. This will include making sure all FVu3a members in attendance are aware of what to do in the event of a fire alarm/evacuation. If FVu3a is hosting an open day this will also include ensuring those who are not FVu3a members are also informed.

### **Related documentation**

The following documents are available on the national u3a website [www.u3a.org.uk/advice](http://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
- Insurance FAQs
- Insurance Overview

Document Approved by the board – 8<sup>th</sup> April 2025

Next Review Date May 2027