

## U3AC Health and Safety Policy

### Policy

- U3AC is a Charitable Incorporated Organisation which has responsibilities with respect to its employees, members and volunteers and to visitors to its premises. The Health and Safety (H&S) obligations towards these groups are the responsibility of the Council.
- The Secretary and the Office Manager are responsible for ensuring that U3AC meets its legal obligations with respect to the Health and Safety at Work Act 1974. The Secretary reports to the Council which therefore has ultimate responsibility for the health and safety of employees.
- The Act also requires U3AC to protect volunteers and members of the public (including U3AC members) from risks to their health and safety in U3AC's premises and in connection with U3AC activities.
- The U3AC's general duty of care extends to its employees working in other premises. Where appropriate, confirmation will be sought to ensure an outside organisation maintains the necessary H&S policies and procedures.

### Procedures

The tasks required for the effective implementation of the U3AC's general duty of care are summarised below.

- **Information and training**  
U3AC will display appropriate H&S information and make employees and volunteers aware of any potential risks. Specific training for employees will be arranged as deemed necessary.
- **First Aid**  
U3AC will ensure that appropriate First Aid equipment is provided in its own premises and will endeavour to ensure that a qualified First Aider is available.
- **Fire safety**  
U3AC will ensure that fire safety measures are in force in its own premises. Fire alarms will be tested weekly and regular evacuations will be undertaken from the premises. Procedures will be put in place with the aim of identifying members who have an impairment that may be a hindrance under fire conditions.
- **Risk assessment**  
U3AC will produce a Site and Activity Risk Assessment of its own premises. Any particular hazard that cannot be eliminated and is deemed a potential risk to members will have a warning notice in place.
- **External venues**  
Tutors holding classes at external venues will be instructed to follow the guidelines for safety and security provided by the venue and to know the procedure for alarm and evacuation in the event of a fire and to ensure that members are made aware of this. Where no manager is on site tutors will be advised to have a mobile phone in order to summon help in case of emergency.  
U3AC will regularly check and record the Public Liability Insurance of all external venues hired by U3AC.  
Tutors giving courses in their own homes will be advised to consider possible hazards and to inform members accordingly.

- **Accidents**

All accidents will be reported by the course tutor or leader to the Office Manager, and a report form completed. The Office Manager will decide whether or not follow up action is necessary and implement any action decided on in conjunction with the Secretary. The Office Manager will notify Council of accident reports at each meeting.

- **Legislation**

The Secretary and relevant staff will maintain a watching brief for new legislation being issued on Health and Safety and bring it to the attention of Council.

- **Resolution of H&S problems**

Any member who is concerned about an H&S issue should inform the Office Manager. If, after investigation, the problem is not resolved within two weeks, or the Office Manager decides that no action is required but the member concerned is not satisfied with the outcome, the member may then refer the matter, in writing, to the Secretary. If the member is dissatisfied with the action taken by the Secretary, the matter will be referred to the Chair of U3AC.

<p><b>Approved by Council: June 2021</b> <b>Next review date: October 2022</b></p>
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