

Health and Safety policy

1. Statement of Intent

U3AC is committed to ensuring the health, safety, and welfare of its employees, volunteers, members, and visitors. We aim to comply fully with the Health and Safety at Work Act 1974 and all relevant legislation. Our goal is to provide a safe and healthy environment for all U3AC activities.

To achieve this, U3AC will:

- Identify and manage health and safety risks associated with its operations.
- Provide appropriate information, instruction, training, and supervision.
- Maintain safe premises and equipment.
- Promote a culture of safety and continuous improvement.

This policy will be reviewed annually and updated as necessary.

Signed:

P Stott

Chair of U3AC Council

Date: ...15.12.2025.....

2. Responsibilities for Health and Safety

- **Trustees of the U3AC Council:** Hold overall responsibility for health and safety across the organisation.
- **Responsibility is delegated to a member of Council, normally the Secretary, appointed under HSE regulations.**
- Day-to-day implementation of health and safety measures is delegated to the following Competent person(s) who have been trained and authorised to act:

Carol Spong, Operations Manager
Gemma Clare, Premises & IT Coordinator

- **Employees and Volunteers:** Must follow safety procedures, report hazards to the Competent person(s), and participate in training.

Tutors delivering courses at external venues are responsible for ensuring safety by familiarising themselves with the venue's fire procedures and identifying relevant emergency contacts.

Tutors giving courses in their own homes are advised to consider possible hazards and are responsible for informing members accordingly.

3. Arrangements for Health and Safety

Risk Assessment

- The Site and Activity Risk Assessment (Bridge Street) will be regularly reviewed by the **Competent person(s)**
- Hazards that cannot be eliminated will be clearly marked with warning notices.

Information and Training

- Health and safety information will be displayed prominently.
- Employees and volunteers will be informed of risks and receive training as needed.

Fire Safety

- Fire alarms will be tested weekly, organised by the landlord.
- Fire evacuation drills will be conducted regularly, organised by the landlord.
- Procedures will be in place to assist members with impairments during evacuations.

First Aid

- First Aid kits will be maintained at U3AC premises.
- Efforts will be made to ensure a qualified First Aider is available.

Accidents

- All accidents must be reported to the Operations Manager using the official form.
- Follow-up actions will be determined jointly by the Operations Manager and Secretary.
- Accident reports will be reviewed by Council at each meeting.

External Venues

- Tutors must follow venue-specific safety guidelines and fire procedures.
- Tutors should carry a mobile phone when no venue manager is present.
- Public Liability Insurance of external venues will be checked and recorded.
- Tutors hosting in private homes must assess and communicate potential hazards to members.

Extreme Weather

- U3AC will monitor weather warnings and follow government advice regarding travel and activity cancellations.

Legislation Monitoring

- The Secretary and relevant staff will monitor new health and safety legislation and report to Council.

Consultation

- U3AC will consult employees on health and safety matters, especially when working conditions change.

Approved by Council: 15 December.2025

Next review date: December 2026

The role of the Competent person(s) is to:

- Identify a workplace hazard – slips, trips and falls, fire, heights, chemicals
- Ensure all staff and volunteers are aware of the emergency procedures for fire and evacuation

Training & Induction - The Competent person(s) will ensure all employees receive:

- A Display Screen Equipment (DSE) assessment
- Working at height training
- Manual handling training
- Fire extinguisher training
- Fire Marshall training
- Emergency First Aid at Work training
- Evacuation chair training
- Induction training for new employees

Legal Compliance & Documentation -The Competent person(s) will:

- Ensure the Health and Safety Law poster - *What you need to know* - is displayed in the premises
- Ensure a record of safety checks is completed and retained for inspection
- Ensure Portable Appliance testing (PAT) testing is undertaken
- Ensure the correct signs and notices are displayed in the premises including:
 - Fire action evacuation plan detailing the assembly point next to all call points,
 - “green running man” signage
 - final exit signs

Fire Safety & Emergency Preparedness

- Make sure the Fire Wardens know how to reset the panel
- Make sure the fire extinguishers are regularly serviced
- Have a Personal emergency evacuation plan (PEEP) for members with impairments
- Ensure escape routes are well signed and kept clear at all times
- Ensure the cleaner is made aware of the evacuation plan and the need to raise the alarm

First Aid & Health Support

- Check the defibrillator is in working order including the battery level
- Give a First Aid kit to Walking group leaders who want one and check it annually
- Ensure employees are aware of their entitlement to a free eye test, and if they require basic glasses the employer has to provide them

Workstation & Ergonomics

- Ensure employees adopt the same DSE set up if working remotely
- Make sure work is structured– every 1-2 hours there should be a change in activity

Hazardous Substances & Spill Control

- Ensure all chemicals are kept in a locked cupboard and a Control of Substances Hazardous to Health (COSHH) information sheet is available
- Ensure a spill kit is available in areas prone to spills

Premises Safety & Maintenance

- Ensure floor areas are even, there are no tears in flooring and anti-slip matting is in place
- Ensure contractors working in the premises provide their risk assessment, method for doing the job, have insurance and work safely

Employees are expected to:

- Follow all policies
- Report issues to the Competent person(s)
- Not interfere with anything put in place to prevent injury
- Cooperate with the Competent person(s)
- Take reasonable care of their own health and safety