

Health and Safety Policy

Charity No. 1188205

Purpose

This health and safety policy is about minimising or removing the risk of accidents and injuries to its members.

Scope

Although the [Health and Safety at Work Act 1974](#) only applies to paid workers, volunteers must still be protected from risks. Thus, Havant u3a should ensure that reasonable care is taken to avoid harming others and that participants are aware of the risks whilst participating in u3a activities

Policy

Havant u3a aims to provide and maintain safe and healthy conditions and environments for all its members during u3a monthly and groups meetings and at its events.

Insurance

Havant u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the Third Age Trust website www.u3a.org.uk/advice. If there is any doubt whether an activity is covered by the insurance, Havant u3a will contact the u3a Office for further advice. Whilst Policy provides third party liability insurance, extreme sports and high hazard activities may not be covered.

Risk Assessments

Havant u3a will ensure the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment(s) to identify any risks and explore how they could be mitigated. Some venues used for meetings/events may already have their own risk assessment. These should be checked 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.

Further information, guidance and templates about risk assessments can be downloaded from the Third Age Trust website: www.u3a.org.uk/advice

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Secretary of Havant 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 Havant u3a will ensure those who witnessed the event and were involved complete an incident report (Attached. Form also available to download at Havant u3a Membership page <https://havant.u3asite.uk/>). This must be completed and forwarded to Havant u3a Secretary 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 Havant 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 Havant u3a uses external venues who have their own policies and procedures and risk assessments Havant 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 Havant u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

Havant u3a will ensure this policy is kept up to date and reviewed every 3 years.

Related documentation

The following documents are available on the Third Age Trust website www.u3a.org.uk/advice to support u3as in implementing this policy:

- Risk assessment templates – including templates for a range of different venues and activities including groups meetings at members' houses.
- Risk Management guidance
- Insurance Cover Note 2025
- Insurance FAQs
- Insurance Overview

Havant u3a	Health and Safety Policy	
Version	Description of changes	Date
1.0	Policy development by E. Jorge	07/03/2025
	Review in March 2028	

Incident Report Form

Havant u3a

Please note that this form is to be filled in by a member of the committee, a group convenor, or the property owner and should be retained on file by the U3A committee in case of a claim and for a period of three years even if a claim appears unlikely.

Completed forms to be sent to Havant u3a Secretary at 19 Shute Close, Hayling Island, Hants PO11 9FS or email peter.newman180@gmail.com

1. Your details

U3A	
Name	
Position	
Email	
Telephone	
Address	
Postcode	

2. Incident details

Date of incident	
Time of incident	
Where did the incident occur?	
Please state the reason for the injured person or damaged property being there	
Please describe the circumstances of the incident <i>Attach a sketch or photograph(s) if possible</i>	

3. Particulars of person(s) involved in the incident (continue on a blank page if necessary)

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	

Sections 4 and 5 are to be completed for any incident involving injury.

4. Particulars of the injured person(s)

(Continue on a blank page if necessary)

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	

5. Details of injury

Describe the injury/injuries
Immediate action taken

Treatment at the scene
Admission to hospital
Ongoing medical treatment

Section 6 is to be completed for any incident involving damage to property

6. Details of damaged property

Describe damage caused	
Estimated cost of repair or replacement	
Name of owner of damaged property	
Email	Telephone
Address	
Postcode	

The remaining sections are to be completed for all incidents

7. Name and contact details of any witnesses to the incident

8. Declaration

I/We declare that to the best of my/our knowledge and belief all the foregoing particulars are true and correct in all respects.	
Signed	Dated