

Health and Safety Policy for Banchory u3a

Purpose

Health and safety is about minimising or removing the risk of accidents and injuries.

This document sets out the health and safety policy of Banchory u3a. It will be communicated to all members. It will be reviewed as a minimum every 3 years, by the committee, and updated accordingly.

Scope

Under common law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities. Banchory u3a will ensure that, as far as reasonably practicable, its members are not exposed to risks to their health and safety.

Policy

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

The Banchory u3a committee is accountable for the Health and Safety policy and its implementation. Banchory u3a will designate one or more committee members to oversee Health and Safety. Health and Safety will be a standing agenda item on each committee meeting.

Insurance

Banchory u3a 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.

Banchory u3a will, on an annual basis, assess its activity plans and ensure that all planned activities are covered by the insurance. If any activities are being considered that Banchoryu3a is unsure if they are covered, they will contact the UK u3a Office for further advice.

This assessment will be reviewed by the committee in a monthly meeting and recorded in the minutes.

Risk Assessments

The prime method by which Banchory u3a will meet their health and safety duty of care will be through the carrying out of risk assessments. Banchory u3a will ensure the Committee, Group Leaders or those responsible for a meetings or events complete an annual generic risk assessment for their activity. These will be used to identify any risks and explore how they could be mitigated.

The level of detail and scope in these risk assessments will be proportionate to the inherent risks in the activity. For example, the generic risk assessment for indoor events, such as bridge, will be less involved compared to the generic risk assessment for an outdoor activity, such as walking.

These generic risk assessments will be communicated to the event participants. As a minimum, these risk assessments will be reviewed annually and updated accordingly. Any updates will be communicated to participants.

For higher risk level activities such as walking and bird watching the generic risk assessment may be supplemented by a specific risk assessment of the site to be visited. This may include an advance visit by the event leader. The leader of the event will verbally communicate the specific risks of the site to all participating members at the start of the activity. This will generally take place on site.

For higher risk level activities, the event invitation will remind members to bring their 'In Case of Emergency (ICE)' card to the event and to take suitable precautions (footwear, water etc.).

Risk assessment documents will be retained by Banchory u3a.

Banchory u3a is aware that some venues used for meetings/events may already have their own risk assessment. These should be reviewed and communicated as appropriate.

Responding to accidents/incidents and dealing with emergencies

In the event of a Banchory u3a member being involved in an accident or incident whilst taking part in a u3a event, the Chair and/or the Health & Safety committee member(s) of Banchory u3a should be informed as soon as appropriate.

The event leader will complete an incident report, including witness testimony if possible(template available to download from www.u3a.org.uk/advice). The incident report will be shared with the Committee and kept on file. It will also 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 Banchory u3a on their own. For example, opening a venue for a meeting, setting up for a meeting, or reconnaissance visits. 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 Banchory u3a uses external venues who have their own policies and procedures and risk assessments, Banchory u3a will ensure these are communicated as appropriate, for example, to make sure all u3a members in attendance are aware of what to do in the event of a fire alarm/evacuation.

If Banchory u3a is hosting an open day, or other such occasion where significant members of the public may be present, a specific risk assessment will be carried out and relevant communications will be made before or at the start of the meeting.

Transport

Members are responsible for their own safety when travelling to and from u3a events, whether this is by public or private transport.

Event leaders may arrange common meeting times, at the Guide Hut or other central location, which will facilitate car sharing for onward travel to the site of the event, thereby reducing the number of miles travelled. However, the car share arrangements are made between individual members who retain responsibility for their own safety. Banchory u3a assumes no liability for this travel.

In special circumstances Banchory u3a may arrange transport, such as bus or minibus, to an event. In these cases, only reputable companies with professional drivers will be used, and the policies and procedures of the company will be followed.

Related documentation

Banchory u3a will use documents available on the u3a website www.u3a.org.uk/advice to implement 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 2023
- Insurance FAQs
- Insurance Overview

Version	Description of changes	Date
1.0	Development of new policy	18/03/2024

