Malmesbury and District u3a

Health, Safety and Risk Assessments

General Principles

Our aim is to provide and maintain safe and healthy conditions for all members during any of our meetings and events. In turn, Members are asked to heed any warnings of potential hazards and/or signs indicating possible evacuation procedures should an emergency arise.

Insurance

We are covered by general, third-party liability insurance provided by The Third Age Trust, TAT. However, extreme sports and high-hazard activities may not be covered. Further details can be accessed on the TAT website. Any organiser still unsure if the proposed activity is covered, must contact the TAT Office for further advice before running the activity.

Risk Assessments

Malmesbury & District u3a will ensure the Committee, Group Leaders or those responsible for an initial event (and then its subsequent repeat) complete a single risk assessment in order to identify potential problems and determine how they would be mitigated. For many passive groups this may say "No unusual risk", but even some private houses may have features (e.g. a narrow or steep staircase) that should be drawn to participants' attention. Group leaders organising activities in which there is the potential for mishap (e.g. a rural walk) should ensure that the group has access to at least one mobile 'phone with a usable signal, and a basic first-aid kit.

We have prepared a set of templates, designed to keep the necessary bureaucracy to a manageable level and recognise that different activities involve different levels of risk. These have been characterised as:

- Home Based Activities
- Indoor Venue Based Activities
- Outdoor Based Activities
- Outdoor Peripatetic Groups (e.g. Walking Groups)

If the activity is a physical one, there is a supplementary section for each (e.g. walks must be recced and Members warned in advance of potential issues.)

The templates are all available on this website under a separate section "Risk Assessment Templates"

Most public venues will already have their own risk assessment (see below). For further information, beyond this local guidance offered to Group Leaders, go to the TAT website.

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident during a u3a event, then the Chair, the Vice Chair and the Groups Co-ordinator of Malmesbury & District U3A must all be informed as soon as appropriate. (Further, the Group Leader should ensure those who were involved or witnessed the event are recorded on an incident report which can be downloaded from our website) This must be completed and shared with those who need it, including the insurers in the event of a claim. The Chair will keep a paper-based file ensuring there is a record of any such incident, for at least three years or longer if any dispute or insurance claim remains unresolved.

Other issues

There may be occasions where members may be carrying out activities for Malmesbury & District U3A on their own. For example, opening a venue for a meeting, setting it up, etc. (S)he must avoid possibly hazardous activities (e.g. using a ladder) or any heavy manual tasks that cannot be reasonably managed alone. (S)he must also ensure someone else knows where they are, the expected time of return and that a mobile phone is to hand.

Some external venues have their own policies and risk assessments which we must respect. (Our compliance is included in our own templates that follow.)