



## Lancaster & Morecambe u3a

### Health and Safety Policy

#### Purpose

This is a document to cover areas of health and safety within our u3a. It should not be confused with safeguarding. Where safeguarding is about protecting an adult's right to live in safety, free from abuse and neglect, health and safety is about minimising or removing the risk of accidents and injuries.

#### Scope

The [Health and Safety at Work Act 1974](#) only applies to paid workers, although volunteers must still be protected from risks. Our u3a should ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

#### Policy

Lancaster & Morecambe 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.

#### Insurance

Lancaster & Morecambe 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](http://www.u3a.org.uk/advice). If any activities are being considered that Lancaster & Morecambe u3a is unsure if they are covered, they will contact the u3a Office for further advice. The Third Age Trust provides third party liability insurance however extreme sports and high hazard activities may not be covered. Please check before running an activity.

#### Risk Assessments

Lancaster & Morecambe u3a are mindful that formal risk assessments may be appropriate for some events or activities, which members are planning and organising. However, for the reasons outlined below, they are considered to be unnecessary for the majority of our u3a events.

No u3a member is paid, so anything they do could not be described as work hence the strict requirements of the Health and Safety at Work Acts (1974 & 2015) do not apply. There is extensive guidance available to explain and clarify the legislation. Points to note are that:

- One can rely on the competence and experience of the organiser and the workers/attendees to plan and act in a safe manner.
- A risk assessment does not have to be written down.

Our meeting, group or outing leaders volunteer to organise an event, meeting or activity. Whether formally, via submission and approval at committee, or less formally, relying on the judgement of individual committee members or experienced group leaders, all such proposals are assessed. The conclusion of this assessment may be that no action is

necessary; some help or mentoring is required or that a formal written risk assessment is appropriate.

When a venue has guidance or recommendations regarding the use of its premises or facilities, then this information should be considered as part of the process.

It is strongly recommended that the leader of any meeting or event should verbally brief attendees giving any salient information or guidance necessary.

### **Responding to accidents/incidents and dealing with emergencies**

In the event of an incident/accident the Chair/Vice-Chair (or another Committee Officer) of Lancaster & Morecambe 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, Lancaster & Morecambe u3a will ensure those who witnessed the event and were involved complete the relevant incident report which is available on the Website.

For incidents/accidents, whether they caused injury or not, the following form on Website found under – Documents – Groups – Incident Accident Report Form ([Incident Accident Report Form](#)).

If there is an incident causing damage to property, then the Incident Damage Report Form should be completed (also on the website under Documents – Groups – Incident Damage Report Form ([Incident Damage Report Form](#))).

This must be completed and shared with those who need to have access to it, including the Committee Chair 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 Lancaster & Morecambe 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 Lancaster & Morecambe u3a uses external venues who have their own policies and procedures and risk assessments, Lancaster & Morecambe 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 Lancaster & Morecambe u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

Lancaster & Morecambe u3a will ensure this policy is kept up to date and reviewed every three years referring to relevant Third Age Trust advice and guidance documents.



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1.0	Adapted from TAT template (R-AL)	05/12/2024
1.1	Adopted by L&M u3a Committee	12/12/2024
1.2	Reviewed and updated DD	August 2025
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