

Upton & Lytchett u3a Health & Safety Policy

UPTON & LYTCHELT U3a - HEALTH AND SAFETY POLICY STATEMENT

Part 1: Statement of intent

1.1 This is the Health and Safety Policy Statement for: Upton & Lytchett U3a (U&L u3a)

1.2 Our Health and Safety Policy is to:

- Help prevent activity related accidents, injuries and ill health.
- Manage the health and safety risks associated with u3a activities.
- Provide clear instruction and information to ensure u3a members are competent to undertake our activities.
- Consult with the u3a membership on matters affecting their own health and safety and that of others.
- Provide and maintain safe equipment.
- Ensure the safe handling and use of equipment and substances.
- Implement procedures, including evacuation of premises in the case of fire or other significant incident.
- Ensure that appropriate risk assessments are undertaken, recorded and stored for all activity groups and events.
- Review and revise the policy regularly.

Signed:

Print name: Dawn Bason

Committee position: Chair

Date: 14 August 2026

Part 2: Responsibilities for health and safety

2.1 Overall responsibility for health and safety compliance rests with:

Honorary Chair
Honorary Vice Chair
Honorary Secretary

2.2 Day-to-day responsibility for ensuring this policy is put into practice:

All Committee members.

2.3 To ensure the policy is implemented the following have responsibility in the following specific areas:

Venue Risk Assessment - Group Leader - Secretary
Home Based Risk Assessment - Group Leader - Committee members
Day Trip Risk Assessment - Group Leader - Committee members
Walks Risk Assessment - Group Leader - Committee member
Sports/Physical Activity Risk Assessment - Group Leader - Committee member.

Note: A list of the Committee members responsible for ensuring the appropriate risk assessment is undertaken for each group is contained in the attached schedule - Part 5.0

2.4 All Group Leaders should:

- Co-operate with the committee on health and safety matters.
- Take reasonable care of their own health and safety and of people in the groups they lead.
- Report all health and safety concerns to a member of the committee (as above Part 2 - 2.1)

Part 3: Arrangements for health and safety

3.1 Risk assessment

- U&L u3a will undertake risk assessment for activities, venues and premises where groups meet and take all necessary action to mitigate risk.
- U&L u3a will review and update risk assessment where conditions change.

3.2 Information

- U&L u3a will ensure leaders are made aware of any known potential risks associated with the activity they lead.
- U&L u3a will ensure leaders have all relevant U3a health and safety documents relating to their activity and situation.
- U&L u3a will make all members aware of their responsibility to as far as possible, safeguard the health and safety of themselves and others in their group.
- This policy statement will be published on our u3a website and hard copies made available on request.
- Information on procedures to follow in the case of an emergency is provided in Guidance for Accidents, Injuries and Medical Emergencies. This is published on our website and available in hard copy on request.

3.3 Consultation

- U&L u3a will consult with group leaders regularly on health and safety matters as they arise and when our health and safety policy is reviewed.
- U&L u3a will actively encourage group leaders to alert us to any potential risks or health and safety issues.

3.4 Evacuation

- U&L u3a will ensure that group leaders are aware of their responsibility regarding evacuation of any venue or premises where their group is held.

3.5 Incident reporting

- Leaders will report via the Incident Report Form any accident, injury or medical emergency affecting either themselves or a member of the group they lead.

Part 4: Related Documents

- Incident Report Form

- Guidance for Accidents, Injuries & Medical Emergencies
- Venue Risk Assessment Checklist
- Home Based Risk Assessment Checklist
- Day Trip Risk Assessment Checklist
- Walks Risk Assessment Checklist
- Sport/Physical Activity Risk Assessment Checklist
- Safeguarding Policy

REVIEW DATE	REVIEWED BY	SUMMARY OF UPDATES MADE

DB/H&S/Policy/GD/Policy&Procedures/Leaders+Web 23.07.2023/Updated 14.08.26