

Halton
u3a

Health & Safety Policy



Halton u3a

Doc Hu3a 002 - Health & Safety

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1. Introduction

Halton u3a is a charitable organisation, which enables members to come together to socialise and to learn for fun in retirement. The organisation is run by members, for members, on a voluntary basis, with members drawing upon their knowledge, skills and experience to teach and learn from each other by sharing educational, creative and leisure activities.

Whilst the Health and Safety at Work Act 1974 only applies to paid workers, volunteers, members and guests must still be protected from risks and therefore, Halton u3a recognises and accepts its health and safety duties for providing a safe and healthy environment, (as far as is reasonably practicable), for all members and visitors under all relevant legislation and the common law duties of care.

Halton u3a will ensure that reasonable care has been taken to avoid harm to others and to arrange safe environments for all members during the meeting of u3a groups, monthly meetings and at events.

2. Aims

The main aim of the health and safety policy is to outline measures to help protect and safeguard members, visitors and guests from potential accidents and injury and to provide a structured approach to managing safety effectively. Therefore, the policy seeks to offer appropriate guidance to:

- Ensure compliance with all relevant legislation and common law duties of care
- Ensure that appropriate insurance is in place and that Trustees (The Halton u3a Committee), are aware of any related requirements, in particular in relation to risk management.
- To provide clarity regarding both organisational and personal responsibilities in respect to Health and Safety
- Provide guidance to ensure a safe environment (as far as is reasonably practicable) is provided for all learning and leisure activities and that all participants are made aware of any remaining risk.
- Outline the steps to take when responding to an accident

3. Scope

3.1 This Policy applies to all members and Trustees (The Halton u3a Committee), visitors and guests.

4. Legal Compliance & Insurance

4.1 Compliance

The main legislation that sets out health and safety requirements in law is the Health and Safety at Work Act 1974. This governs legal health and safety requirements for any organisation that uses any paid workers or controls any premises. It contains specific requirements aimed at protecting people who are doing paid work. This includes, '*as far as is reasonably practicable*', providing:

- safe equipment



- safe substances
- necessary information, instruction, supervision and training
- a safe and healthy workplace
- a safe and healthy working environment

Failing to meet these requirements could constitute a criminal offence. Whilst The legislation applies to workers, the Health and Safety Executive also strongly recommend that organisations ensure that their volunteers are protected in the same ways.

The Trustees of Halton u3a (The Halton u3a Committee) have an obligation under common law to ensure the safety of members whilst they are both taking part in u3a activities, or attending u3a meetings and events and therefore, will ensure that reasonable care has been taken to arrange safe environments for all members and to avoid harm to others.

4.2 Insurance

The membership fee relating to Halton u3a's membership of the National u3a, '*The Third Age Trust*', includes the provision of insurance cover via the policy purchased by the Third Age Trust, which includes public liability insurance, third party liability insurance and products liability insurance, in respect of:

- The Third Age Trust and its directors, officers and trustees
- The officers and trustees and members (and personal carers) for the time being of u3as and all u3as which are affiliated to The Third Age Trust
- The officers and trustees for the time being of networks and regional associations who are themselves members of affiliated u3as and u3a networks and associations

However, whilst the Third Age Trust provides third party liability insurance, extreme sports and high hazard activities may not be covered. Therefore, insurance cover should be checked before running any such planned activity.

4.2.1 Public Liability Insurance Cover

This cover protects Halton u3a members against a claim from a member of the public, or from another member of the u3a where it can be shown that the u3a member is legally responsible for personal injury to the claimant or is legally responsible for loss or damage to the claimant's property. An example of a public liability claim might be where a u3a member on a walking group outing accidentally bumps into another u3a member, causing them to stumble and sustain an injury.

4.2.2 Product Liability Insurance Cover

This cover protects members of the u3a from claims arising from injury or damage resulting from the failure of any product for which the u3a member is legally liable. For example, an overhead projector, or a computer, used in a group session, overheating and causing damage.

4.2.3 Personal Accident & Personal Property -No Insurance Cover Provided

Individual Halton u3a members are not covered by the Third Age Trust policy in respect of any personal accidents they may themselves suffer. Any member requiring Personal Accident insurance should arrange cover independently.

In addition, personal property is not covered by the Third Age trust policy. Any member requiring such cover should arrange cover independently.



4.2.4 Visitors, Carers and Speakers

- Prospective members of the u3a, attending a meeting or group activity to see if they like it, and would therefore like to join the u3a, and the group are covered by the Group's insurance. However, they are only permitted to attend the group on no more than two occasions. If this is exceeded then the insurance cover may be compromised.
- A member's carer is covered by the Group insurance providing that the carer does not attend any u3a activities as an individual and that committee approval has been given. If the carer attending is doing so purely in the capacity of a carer and not taking part in the activity they will be covered as they are considered an 'extension' of the member. If the 'carer' is providing support and also taking part in the u3a activity as an individual then they will need to be a member.
- Outside speakers attending a u3a activity are also covered. However, paid tutors are not and are expected to have their own insurance.

5. Risk Management

Risk management involves the identification of potential hazards and the arrangements that are put in place to control and where possible eliminate the potential impact of that risk should it be realised.

Halton u3a will ensure that the Committee, Group Leaders or those responsible for a meeting or event will complete a risk assessment to identify any potential risks and to explore how they could be mitigated.

Where Halton u3a uses external venues who have their own policies and procedures and risk assessments, the Trustees will ensure that these are followed. This will include making sure that all u3a members in attendance are aware of what to do in the event of a fire alarm/evacuation.

If Halton u3a is hosting an open day this will also include ensuring that those who are not u3a members are also informed.

6. Responsibilities

Health and safety is a shared responsibility, with the Trustees and group leaders holding primary responsibilities and members being required to act responsibly to protect themselves and others.

6.1 Trustees

The Trustees of Halton u3a will comply with their duty to ensure, as far as is reasonably practicable, the health, safety and welfare of all members and visitors and in general, to:

- Ensure that any premises which are used for meetings and events are safe and without obvious risks to health.
- Ensure that all group activities offered are covered by the Third Age Trust insurance policy.
- Provide information, instruction, training, and supervision necessary for the health and safety of its members
- Arrange for assessments of potential risks to health and safety of its members and visitors to be undertaken, in particular any group activities which could be deemed to pose a higher potential risk, such as walking groups
- Make arrangements for implementing any health and safety measures identified as necessary by the risk assessment.
- Ensure that any health and safety actions relating to external venues are adhered to
- Arrange for groups to have basic first aid cover where appropriate
- Promote a safety culture by communicating expectations and procedures and encouraging members to actively participate in maintaining safe environments.



- Ensure that the Health and Safety policy and any related risk assessments are reviewed on a regular basis

6.2 Group Leaders

Group Leaders, or those responsible for a meeting or event should:

- Complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated. For example the walking group risk assessment. (Please see Appendix A)
- Ensure that where Halton u3a uses external venues, for group meetings, which have their own policies and procedures and risk assessments, in place that these are followed. This will include making sure that all u3a members in attendance at group meetings are aware of what to do in the event of a fire alarm/evacuation.
- In case of emergency, hold details of group members' next of kin contact details and their relationship to the member, together with any key medical information that may be required by paramedics if the member was unconscious, such as allergies, blood thinning medication, diabetic etc.

6.3 Members and Visitors

All Halton u3a members have legal duties which include to:

- Take reasonable care for their own health and safety, and that of any other persons who may be affected by what they do or do not do.
- Comply with the health and safety obligations set out in this policy.
- Not interfere with or misuse anything provided for health, safety, and welfare purposes
- Report any concerns relating to their own safety or suspected unsafe working practices to a member of Halton u3a Committee
- Report at the earliest opportunity injuries, accidents, or dangerous occurrences, including those involving the public and participants in activities organised by Halton u3a

6.4 Lone volunteering

Halton u3a does not encourage u3a members to work on their own. However, the Trustees acknowledge that there may be occasions where u3a members may need to carry out activities on their own, such as, 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.

7. Responding to Accidents / Incidents and Dealing with Emergencies

In the event of an incident/accident the Chair/vice-Chair 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, Halton u3a will ensure that those who witnessed the event and / or were involved, complete an incident report. (Please see Appendix B.)

This must be completed and shared with those who need to have access to it, including the Committee Chair and Secretary who will ensure that it is kept on file for a minimum of 3 years. It will also need to be shared with the insurers in the event of an insurance claim.



8. Definitions

Definitions in respect of words or phrases which are not explained in further detail within the main body of the document.

8.1 Risks:

Risks are based on uncertainty and can be defined as the possibility of an event occurring, which should it occur, would cause a threat of potential damage, injury, liability, loss or threaten the achievement of objectives. Risk is measured in terms of the likelihood (probability) of the threat / damage occurring and the value of the resulting impact / consequence.

8.2 Mitigation:

Mitigation refers to actions, which when taken, will either reduce or eliminate the likelihood of the risk occurring or reduce the Company's exposure to that risk.

8.3 Controls:

Controls are the mechanisms, systems, rules and procedures which when implemented will help to either mitigate risks occurring or reduce their potential impact. Individual risks may require a combination of several individual controls taken together to become fully effective in mitigating a risk.

9. Further Information and Training

- Additional information around Health and Safety and related responsibilities for committee members and group leaders is available on the national u3a website <https://www.u3a.org.uk/members-area/support>
- In addition Halton u3a will offer appropriate induction and training around Health and Safety to Committee Members and Group Leaders.

u3a	Doc Hu3a 002 - Health & Safety	Halton u3a
Version	Description of changes	Date
1.0	Policy ratified and adopted by Halton u3a Committee	13.07.2026



Appendices

Appendix A- Walk Leaders' Risk Assessment Checklist

Walk Leader Risk Assessment Checklist

U3A Name	
Interest Group	
Date	Walk Name
Distance	Terrain Type

Before the walk		Yes (✓)
1	Provision of information to prospective walkers: a) Location b) Distance c) Timing d) Linear / Circular Route e) Terrain f) Height and climbs involved g) Level of fitness required h) Appropriate footwear & clothing i) Toilet / refreshment facilities en route j) What to bring – food / drink / compass / map / mobile phone k) Dogs permitted? l) Meeting point m) Public transport options n) Car parking facilities o) Need of walkers to bring emergency telephone numbers for next of kin and relevant medical details	

On the day		Yes (✓)
1	Check first aid kit & emergency blanket	
2	Briefing before starting out: a. Route b. Duration c. Terrain d. Known Hazards e. Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with group f. Be prepared to advise inadequately equipped walkers not to go but they must make the final decision	
3	Appoint a backmarker	

During the walk		Yes (✓)
1	Stay at the front but make sure you can always see the backmarker	
2	Set an appropriate pace for the level of walk	
3	Check the route frequently	
4	Periodically count the number in the group	
5	Other(specify)	

Signed	Dated
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Halton u3a - Incident Report form

A. Your Details

Full Name	
Phone Number	
Email	
Address	
Postcode	

B. Particulars of Person(s) Involved in the Incident (continue on a blank page if necessary)

Person 1	
Full Name	
Phone Number	
Email	
Address	
Postcode	
Member?	Was this person a member of the u3a at the time of the incident? Yes / No
Person 2	
Full Name	
Phone Number	
Email	
Address	
Postcode	
Member?	Was this person a member of the u3a at the time of the incident? Yes / No
Person 3	
Full Name	
Phone Number	
Email	
Address	
Postcode	
Member?	Was this person a member of the u3a at the time of the incident? Yes / No

C. 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 if appropriate</i>

D. Details of Injury

Describe the injury / injuries
Immediate action taken
Treatment at the scene
Emergency treatment / Hospital admission details
Ongoing medical treatment



E. Details of Damaged Property

Describe damage caused	
Can property be repaired?	Yes / No
Estimated cost of repair or replacement	
Name of owner of damaged property	
email	
Telephone	
Address	
Postcode	

F. Name and Contact Details of Any Witnesses to the Incident (continue on a blank page if necessary)

Person 1	
Full Name	
Phone Number	
Email	
Address	
Postcode	
Person 2	
Full Name	
Phone Number	
Email	
Address	
Postcode	

G. 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.		
Name:	Signed:	Date:
Name:	Signed:	Date:
Name:	Signed:	Date:

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