

# South Solihull u3a

## Health and Safety Policy

As a registered charity with no paid employees, South Solihull u3a is not bound by the requirements of The Health and Safety at Work Act 1974. However, under Common Law, the trustees and all ssu3a members have a 'duty of care' to ensure the safety of all ssu3a members whilst undertaking South Solihull u3a activities. This policy, informed by advice and guidance from the Third Age Trust, sets out how South Solihull u3a will achieve this through the endeavours of the trustees, group coordinators, leaders and members.

### General Statement.

As a voluntary organisation, South Solihull u3a and its members have a duty of care to each other and to others who may be affected by their activities. Whilst it is the duty of every organisation to take care of the health and safety of its members, those members are expected to take responsibility for their own health and safety whilst undertaking u3a activities and to also be responsible for their own actions or omissions, whether they be deliberate or accidental. The trustees of South Solihull u3a are aware that members are mature and responsible people and that the provisions of this policy are almost certainly being followed as a matter of routine practice.

### Responsibilities.

**The trustees** of South Solihull u3a are responsible for the preparation, implementation, monitoring and review of this health and safety policy.

**Group coordinators or group leaders** are responsible for implementing the requirements of this policy within their group, for preparing and implementing any relevant risk assessment and for reporting to the committee any health and safety incidents occurring within their group.

**Members** of South Solihull u3a are required to comply with this policy and with any associated health and safety practices and procedures applying to the groups in which they undertake u3a activities.

### Insurance Policy.

South Solihull u3a is automatically covered by the national Third Age Trust Indemnity Insurance Policy. This policy covers public and product liability, tour operator liability, trustees' management liability and equipment and home contents insurance for all ssu3a activities. As such, it provides liability indemnity cover for the trustees, group

coordinators, leaders of groups, activity leaders and individual members in relation to ssu3a activities. It is not a personal accident insurance policy as members are responsible for their own health and safety. The policy, an overview of it and an insurance FAQs can be found on the Third Age trust website. [www.u3a.org.uk](http://www.u3a.org.uk)

The indemnity insurance policy only covers u3a members and bona fide potential new members on a 'taster session'. Guidance from the Third Age Trust states that other non-u3a members cannot partake in u3a activities with just a few exceptional circumstances which are detailed in the Insurance FAQs on the Third Age Trust website. Any such claims for exception status must be agreed with ssu3a committee beforehand.

A requirement of the indemnity policy provider is that the risks associated with any ssu3a activity must have been assessed and recorded and that risk assessment would be required in the event of any claim on the policy.

### **Risk Assessments.**

South Solihull u3a has a number of risk assessments in place, being either site-specific, activity-specific or generic (for activities with similar risk profiles).

**Site specific:** Bentley Heath Community Centre (monthly core meetings), Dorridge Methodist Church (committee meetings), Covid -19.

**Activity specific:** Walking Group, Repair Shed, Racquetball, "Learn, Laugh, Move".

**Generic:** Home and garden based activity groups.

Formal risk assessments are not required for meetings of ssu3a groups held in public meeting rooms, public houses, cafes, restaurants, libraries etc. as they have their own risk assessments and indemnity insurance.

Formal risk assessments are not required for trips to gardens, art galleries, museums, factories and other buildings and venues that are open to the general public where members drive themselves or choose to car share or use public transport.

However, where a risk assessment is not required, group coordinators and group leaders must exercise a duty of care to members by advising, in writing, on:

- i) Any problems in accessing or negotiating around a venue or activity,
- ii) Directions to the venue, parking etc.
- iii) Advice on appropriate footwear, clothing or equipment needed or recommended.

This will normally be done by means of the email notification of the activity or event to group members. This will enable members to assess whether the activity is suitable for themselves.

In addition, group coordinators or group leaders of activities are encouraged to produce a general information sheet for the group which details specific information on requirements for undertaking the activities of the group, including any rules and

practices that must be adhered to and health and safety guidance to enable safe participation in the activity.

Duty of care information, general information sheets and any formal risk assessment (where required) must be retained for 3 years in a retrievable form from the date of the activity, for indemnity insurance purposes. If the group coordinator changes, the group files, including the above information, must be passed on to the new group coordinator or group leader.

'Disclaimer Forms' for activities have no relevance as the u3a cannot absolve itself through the use of such forms from any legal liability, but the Indemnity Insurance provides cover for any such circumstances.

There is no requirement to keep a list of names or a register of attendees at a u3a activity. However, if a group coordinator or group leader feels that a list of attendees should be recorded for outside activities, visits and trips where there is a risk that a member may become separated from the group, then such a list should be temporary only. A reconciliation of numbers during, and at the end of an activity is good practice. Any list of attendees should be destroyed at the end of an uneventful activity, and definitely within 1 month of it taking place. Only in the event of an accident or incident should the list be retained.

A risk assessment, where needed, for an activity can be viewed upon request to the group coordinator or group leader.

For risk assessments of activities that fall outside of the above, the organiser should seek the guidance of the Groups' Coordinator or a member of the ssu3a committee.

When setting up a new activity group, the Groups' Coordinator must assess the need for a formal risk assessment for the group and seek ratification from the ssu3a committee.

### **Incidents and Incident Reporting.**

Activities within ssu3a are generally safe and group coordinators and leaders do all they can to keep them so. However, occasionally incidents will occur on a u3a activity and the leader will do their utmost to respond appropriately. Leaders should always have access to a charged mobile phone in order to call emergency services if necessary.

Members are also advised to keep, on their person, emergency contact details and any important medical information (e.g. medical conditions, current medicines, GP surgery etc.) for use in the event of a serious incident befalling them on a ssu3a activity. This information is ideally kept on a mobile phone "Health" or ICE (In Case of Emergency) app. – a 'first port of call' by paramedics attending an emergency. Alternatively the information can be kept in a sealed envelope in a pocket, bag or rucksack, appropriately marked on the outside.

After dealing appropriately with an incident, the leader should ensure that the incident is reported as below.

Incidents that require reporting to a member of the ssu3a committee include the following:

- i) Personal injury to anyone, including a member of the public.
- ii) Near misses with the potential to cause serious injury.
- iii) Damage to property.
- iv) Ill health or sickness.
- v) Conflicts or complaints.
- vi) Anything that might damage the reputation of the u3a.

Following on from an incident, the leader of the activity should contact a ssu3a committee member or the group coordinator or group leader to ensure that an incident report form is completed as soon as possible. The Incident Report Form template is available on the ssu3a website and can be downloaded and printed. The completed form must be passed to the Chair of ssu3a so that it can be reviewed at the next committee meeting. The form will be retained in ssu3a files by the secretary for a period of 3 years after which it will be destroyed. Any lessons to be learnt from the incident will be progressed by a member of the ssu3a committee.

#### **Awareness of and location of the policy and review date.**

This policy will be directed to group coordinators and group leaders for implementation within their group.

The policy will be published on the ssu3a website in the 'Governance' section.

The policy will be notified to members via a Beacon message.

The policy will be reviewed after 3 years, or earlier if necessary.

**Approved:** South Solihull u3a Committee, 2nd May 2023