

U3AC Health and Safety Policy

POLICY

- U3AC is a Charitable Incorporated Organisation. U3AC incorporates employees, members and volunteers. The Health and Safety (H&S) obligations towards these groups are the responsibility of the Council. It has a duty of care to employees.
- The U3AC Administrator together with the Office Manager takes responsibility for H&S matters within U3AC in order that U3AC's general duty of care is complied with. The Administrator reports to the Council which therefore has overall responsibility for the H&S of employees.
- The Health and Safety Act 1974 also requires U3AC to protect volunteers and members of the public (including U3AC members) from risks to their health and safety in connection with activities in connection with U3AC.
- The U3AC's general duty of care extends to its employees working on other premises. Where appropriate, confirmation will be sought to ensure an outside organisation maintains the necessary H&S policies and procedures.

PROCEDURES

Below are set out the tasks required for the effective implementation of the U3AC's general duty of care.

- **INFORMATION AND TRAINING**
The U3AC will display appropriate H&S information and make employees and volunteers aware of any potential risks. Specific training for employees will be arranged as deemed necessary.
- **FIRST AID**
U3AC will ensure that First Aid equipment is provided in its own premises and will endeavour to ensure that a qualified First Aider is available.
- **FIRE SAFETY**
U3AC will ensure that fire safety measures are in force in its own premises. Fire alarms will be tested weekly and regular evacuations will be undertaken from the premises. Every effort will be made to be aware of members who have an impairment which may be a hindrance under fire conditions.
- **RISK ASSESSMENT**
U3AC will be responsible for undertaking a risk assessment of its own premises. Any particular hazard that cannot be eliminated and is deemed a danger to members is to have a warning notice in place.
- **EXTERNAL VENUES**
Tutors holding classes at external venues will be instructed to follow the guidelines for safety and security provided by the venue and to know the procedure for alarm and evacuation in the event of a fire and to ensure that members are made aware of this. Where no manager is on site tutors will be advised to have a mobile phone in order to summon help in case of emergency.
U3AC will annually confirm and record Public Liability Insurance is in place at all external venues hired by U3AC.
Members giving courses in their own homes will be advised to be aware of possible hazards and inform members as necessary.

- **ACCIDENTS**

All accidents will be reported by the course tutor or leader to the Office Manager and a report form completed. The Office Manager is to decide whether or not follow up action is necessary and implement any action decided on in conjunction with the Administrator. Council will receive notification of accident reports at each meeting.

- **LEGISLATION**

The Administrator and relevant staff are to maintain a watching brief for new legislation being issued on Health and Safety and bring it to the attention of Council.

- **RESOLUTION OF H&S PROBLEMS**

Any member who is concerned about an H&S issue should inform the Office Manager. If, after investigation, the problem is not resolved within two weeks, or the Office Manager decides that no action is required but the member concerned is not satisfied with the outcome, the member may then refer the matter, in writing, to the U3AC Administrator. If the member is dissatisfied with the action taken by the Administrator the matter is to be referred to the Chair of U3AC.

Approved by Council: 4 October 2019

Next review date: October 2020