



Health and Safety Policy

Kenton & District u3a aims to provide and maintain safe and healthy conditions and environments for all members attending Ku3a groups, meetings and events.

1. Insurance

1.1 Kenton & District u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the national u3a website www.u3a.org.uk/advice. If any activities are being considered that Kenton & District u3a is unsure if they are covered, they will contact the national 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.

2. Risk Assessments

2.1 Kenton & District u3a will ensure the Committee, Group Leaders or those responsible for a meeting or event using the Harrow District Masonic Centre are familiar with the ku3a risk assessment for this venue. For alternative venues/events not covered by an existing risk assessment, a specific additional risk assessment must be completed. This will be used to identify any risks and explore how they could be mitigated.

2.2 Kenton & District u3a has liaised with Harrow District Masonic Centre, our main venue for meetings/events, and our Risk Assessments incorporate HDMC requirements where appropriate.

2.3 Where relevant, clear instructions and guidance should be provided to anyone who requires it. Further information, guidance and templates about risk assessments can be downloaded from the national u3a website: www.u3a.org.uk/advice

3. Responding to accidents/incidents and dealing with emergencies

3.1 In the event of an incident/accident the Kenton and District u3a Accident and Incident Officer should be informed as soon as appropriate. Where a u3a member is involved in an accident or incident whilst taking part in a Kenton & District u3a activity the Accident and Incident Officer will ensure the accident or incident is reported to the appropriate venue. and that those who witnessed the event and were involved complete an incident report (template available to download from www.u3a.org.uk/advice). This must be completed and shared with those who need to have access to it, including the Committee Chair and the Accident and Incident Officer and kept on file by that Officer. It will also need to be shared with the insurers in the event of an insurance claim.

4. Lone volunteering

4.1 There may be occasions where u3a members may be carrying out activities for Kenton & District 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.

5. Manual handling

5.1 All u3a members should think about manual handling such as moving equipment and stacking chairs 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 or Masonic Centre staff.

6. Venues

6.1 Where Kenton & District u3a uses external venues who have their own policies and procedures and risk assessments Kenton & District 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.

7. Action

7.1 Action can be requested by email from:
chair@kentondistrictu3a.org
healthandsafety@kentondistrictu3a.org
or by post to:
35 Shooters Avenue, HA3 9BQ

Health and Safety Policy Document – ku3a-HandSPOL	Ver 1.0
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