



Callander & West Perthshire u3a Health and Safety Policy

Callander & West Perthshire u3a aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of u3a groups, monthly meetings and at events.

Insurance

Callander & West Perthshire u3a is covered by the insurance provided by the Third Age Trust. Further details about insurance cover can be accessed on the u3a website www.u3a.org.uk/advice. If any activities are being considered where Callander & West Perthshire u3a is unsure about insurance cover, the u3a Office will be contacted for further advice. The third Age Trust provided third party liability insurance. However extreme sports and high hazard activities may not be covered. Please check before running an activity.

Risk Assessments

Where and when necessary, Callander & West Perthshire u3a will ensure the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment. These will be used to identify any risks and explore how they could be mitigated. Callander & West Perthshire u3a is aware that some venues used for meetings/events may already have their own risk assessments. However, we realise that given the members and visitors which join your group, you may need to consider if they have any particular identified risks with respect to the venue you are using and detail those on the relevant form.

Responding to accidents/incidents and dealing with emergencies

In the event of an accident/incident the Chairperson 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, Callander & West Perthshire will ensure those who witnessed the event and were involved, complete an Accident/Incident Report (template available to download from our website www.candwpu3a.org). This must be completed and shared with those who need to have access to it, including the Chairperson, and kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

Lone volunteering

There may be occasions where u3a members may be carrying out activities for Callander & West Perthshire 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 back. The u3a member should also know who to contact in the event of an accident or incident and ensure they have, for example, their mobile phone with them and

avoid activities at height e.g. using a ladder.

Manual handling

All u3a members should think about manual handling 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.

Venues

Callander & West Perthshire u3a uses external venues which have their own policies and procedures and risk assessments. This will include making sure all u3a members in attendance are aware of what to do in the event of a fire alarm/evacuation. If Callander & West Perthshire u3a is holding an open day, this will also include ensuring those who are not u3a members are informed.

Callander & West Perthshire u3a will ensure this policy is kept up to date and reviewed regularly.

January 2025