

Preston Park u3a

HEALTH AND SAFETY POLICY

Preston Park 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

Preston Park u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the [LINKS](#) page of Preston Park u3a website and the national u3a website www.u3a.org.uk/advice. If any activities are being considered where Preston Park u3a is unsure if they are covered, they will contact the u3a Office for further advice. The Third Age Trust provides third party liability insurance; however, this does not cover injury to members or theft / loss / damage to property. Also extreme sports and high hazard activities may not be covered. Members should check with the Committee before running an activity.

Risk Assessments

Preston Park u3a will check that the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated. Preston Park u3a is aware that some venues used for meetings/events may already have their own risk assessment; these should be reviewed and adopted. For example, a venue may state that no more than 5 chairs should be stacked together and/or nothing placed in the way of fire escapes. 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 u3a website: www.u3a.org.uk/advice.

Risk assessment templates for various activities can be found on the [LINKS](#) page of Preston Park u3a's website (<https://prestonpark.u3asite.uk>). A risk assessment specifically for meetings/events held at Knoyle Hall is also available on our website and is kept up to date and reviewed annually by the Committee.

In addition, some Groups have their own risk assessments which are available to view on the Groups pages of our website.

Members undertake any activities at their own risk. A [Personal Members' Risk Assessment](#) template on the [LINKS](#) page of our website can help members identify personal risks they may experience, for example due to any health issues, and the actions they will take to reduce those risks.

Tutors for taught activities involving physical exercise may also require members to complete a medical questionnaire before they join the group and tutors' decision on members' suitability for their classes is final.

Responding to accidents/incidents and dealing with emergencies

In the event of an incident or accident whilst taking part in a u3a event, Preston Park u3a will ensure those who witnessed the event and were involved complete an [Accident/Incident Report form](#) which is available on the [LINKS](#) page of our website. This must be completed and sent to the person named on the form within three days. It will be shared with those who need to have access to it, including the Committee Chair, and kept on file. It will also need to be shared with u3a insurers in the event of a possible insurance claim.

First Aiders

Appropriate First Aid training has been undertaken by several members of Preston Park u3a and training will be offered as appropriate.

Preston Park u3a has its own defibrillator which has been installed in an alarmed box and is located on the kitchen wall of Knoyle Hall. This defibrillator is available for use by any groups using Knoyle Hall.

Lone volunteering

There may be occasions where u3a members may be carrying out activities for Preston Park 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, eg 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 from other capable u3a members.

Preston Park u3a will ensure this policy is kept up to date and reviewed annually.

Version No	Date	Approved by	Approved on	Next Review
3	September 2026	PPu3a Committee	4 September 2026	September 2027