

## Chester u3a Health and Safety Policy

### **Introduction**

Chester u3a is a learning co-operative and membership charity which enables members in their third age to share educational, creative and leisure activities. Members of each u3a draw upon their knowledge, skills and experience to teach and learn from each other (peer to peer learning). Chester u3a aims to provide and maintain safe and healthy conditions and environments for all members, including during the meeting of u3a groups, at monthly meetings and at events. Further guidance for Group Leaders, together with risk assessment forms, is provided on the Chester u3a website.

### **Insurance**

Chester u3a is covered by the Third Age Trust's public and products liability insurance. If any activities are being considered where there is doubt about insurance cover, e.g. extreme sports or high-hazard activities, Chester u3a Committee will contact the Third Age Trust for further advice.

### **Risk Assessments**

Chester u3a strives to ensure that risk assessments are completed for all activities including meetings, social trips and group activities. These are used to identify any risks and explore how they could be mitigated. Clear instructions and guidance are provided to members.

### **Responding to accidents and incidents, and dealing with emergencies**

If a u3a member is involved in an accident or incident whilst taking part in a u3a event, Chester u3a will ensure that those who witnessed the event and were involved complete an incident report. This will be shared with relevant members of the Chester u3a Committee and stored securely. It will also be shared with the insurers in the event of an insurance claim.

### **Lone volunteering**

There may be occasions where u3a members carry out activities for Chester u3a on their own. 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 avoid unsafe activities.

### **Manual handling**

Chester u3a members should be aware of the risks of manual handling 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 Chester u3a members.

## **Venues**

Where venues used for meetings or events already have their own risk assessments, policies and procedures, Chester u3a members should ensure these are followed. If Chester u3a is hosting an open day, this will also include ensuring those who are not u3a members are also informed.

Chester u3a will ensure this policy is kept up to date and reviewed every 3 years. This version, 1.0, was adopted by Chester u3a Committee in February 2026.

Review date: February 2029