

BALLYMONEY U3A HEALTH AND SAFETY POLICY

In order to ensure compliance with legal requirements BU3A has revised its Health & Safety Policy.

It is the responsibility of any member who is involved in any aspect of BU3A business to ensure they are familiar with the contents of this policy.

In particular Activity Leaders and Activity Administrators should take care to ensure that the proper procedures are followed for the Activity Group under their care.

Where an Activity Leader/Administrator decides to no longer remain in their role, they must hand over the Administrator Pack to their successor. Occasional updates will be necessary and these will be issued as and when they are published. An up-to-date version of the Policies and the Activity Administrator's Pack will be available on the website at www.balymoneyu3a.org

PROCEDURES

- ALL MEMBERS AND VISITORS MUST SIGN IN AT MAIN MEETINGS
- ACTIVITIES ADMINISTRATORS MUST MAINTAIN AN ATTENDANCE REGISTER FOR EACH SESSION
- SOCIAL OUTINGS – TRIPS – ATTENDANCE SHEET SHOULD BE COMPLETED

FIRE EVACUATION PROCEDURES IN HIRED PREMISES

The designated committee member/Activity Co-ordinator with responsibility for arranging accommodation in hired premises will issue each Activity Group Leader using the venue, a copy of the evacuation procedures for the premises they use and a note of the contact details for the relevant link person in their venue.

ACTIVITY GROUP LEADERS-

Need to be familiar with the evacuation procedures of the venue used to ensure the safety of members in the event of an emergency,

INSURANCE

BU3A are covered by Public Liability Insurance arranged as part of the service provided by the Third Age Trust (TAT). In order to ensure cover under the PL Insurance BU3A are required to comply with the conditions specified. Failure to do this would render the cover invalid in the event of a claim.

BU3A has a number of Activities engaging in outdoor activities eg Gardening and Environmental. Because of the varied range of activities it is not possible to include these activities in the Policy guidelines. In these circumstances it is the responsibility of the Activity Leader to ensure all reasonable measures are in place for the safety of members of the group taking into account the nature of activity.

It is not BU3A policy to have members sign a disclaimer.

MANAGING RISK

VENUES AND ELECTRICAL APPLICANCES

Electrical inspection and testing and borrowing equipment .

A Risk Assessment is carried out of each hired premises by the Activities Co-ordinator.

EACH VENUE WILL HAVE A RISK ASSESSMENT CHECKLIST, which the Activities Co-ordinator should complete with a person from the venue.

The Risk Assessment will cover the following aspects:-

- Is the access suitable for the group attending the activity?
- Is the venue wheelchair accessible?
- Is the area free from obstructions and trip hazards?
- Is there adequate means of escape in the event of an emergency?
- Is there adequate signage for Emergency Exits?
- Is there a fire alarm?
- Is there emergency lighting?
- Is there a designated assembly point? Where is it?
- Is there an emergency procedure for the building? do you have a copy?
- Is seating always laid out? Is it a U3A responsibility to deal with seating before and after the activity?
 - Is food being provided/ prepared? If so: Is the kitchen adequate and hygienic? Are food safe cleaning materials available? Do a visual safety check on electrical equipment.
- Are the toilet facilities adequate and accessible?
- Is equipment being brought into the venue?

Has it been safety checked?

- Is there a first aid box or is U3A to provide? Venue checklist – Day of use
 - Emergency exits unobstructed?

- Emergency exits unlocked?
- Fire extinguishers in place?
- Toilet facilities open and clean?
- Walkways free from trip hazards
- Kitchen facilities accessible and clean?
- Electrical equipment in good condition?
- Refreshment materials available?
- First aid equipment accessible?
- Safety briefing given

OVERVIEW OF THE INSURANCE POLICIES PROVIDED BY THE THIRD AGE TRUST FOR U3As

Public and Products Liability Aviva Insurance Limited – policy number 24988677CCI .

This cover indemnifies BU3A members against all sums you could become legally liable to pay as a result of:

- Accidental injury to or death of any person.
- Accidental loss or damage to material property not belonging to you, which arises or is caused in connection with the ‘business’ of U3As. Indemnity limit - £5,000,000 for any one incident. Excess - £250 per claim. Money Cover Aviva Insurance Limited – policy number 24988677CCI

This policy covers BU3A cash held in members’ homes, hired premises and in transit. Limit - £1000. Excess - zero. All Risks Equipment Insurance Aviva Insurance Limited – policy number 24988677CCI This policy provides cover for loss or damage to property owned by a BU3A, excluding wear and tear depreciation and gradual deterioration, wherever it is held and in transit, providing due diligence is observed and reasonable precautions are taken to ensure it is stored securely. Limit - £25,000. Excess - £100. Home Contents Cover Aviva Insurance Limited – policy number 24988677CCI . This covers damage to the property of any U3A member whilst their home is being used to host a U3A interest group/meeting. Limit - £25000. Excess - £100. Charity Indemnity Insurance Aviva Insurance Limited.

ACCIDENT/INCIDENT FORMS can be forwarded to the Secretary of BU3A who will process the claim and make a report to the committee. An incident is defined as any occurrence which:

- results in personal injury to anyone (including a member of the public)
- is classifiable as a near miss with potential to cause serious injury
- Causes damage to property
- involves ill health or sickness
- results in conflict or complaints
- is something which could cause damage to the reputation of

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- is something which could cause damage to the reputation of BU3A.

It is important that this incident/accident report is completed as soon as possible whilst the details are able to be recalled accurately, You should also notify the named committee member, verbally in case they want to visit the scene of the accident.

REMINDER: Activity Leaders should have a post code for their venue available in case emergency services are called.

APPROVED BY: BALLYMONEY U3A COMMITTEE, ON BEHALF OF BALLYMONEY U3A

DATE REVISED/UPDATED: 15 FEBRUARY 2021

SIGNED: CHAIRMAN On File