

BALLYMONEY u3a RISK ASSESSMENT POLICY

Ballymoney u3a is committed to ensuring the safety of its members.

To this end we will carry out a Risk Assessment of all premises used for Ballymoney u3a meetings and activities and when activities take place outdoors, the Group Leader or Group Administrator (prior to the activity) will undertake a Risk Assessment of the place(s) where the activity is to take place.

As regards premises used by Ballymoney u3a a designated member of Committee will carry out an annual Risk Assessment usually accompanied by a representative for the building concerned. Premises Risk Assessments will be carried out annually unless changes or alterations to premises render additional assessments necessary. They will cover all parts of the premises used.

Where a risk is identified, necessary measures will be taken immediately to mitigate the problem(s) prior to the activity/meeting taking place. Any risk(s) identified as regards premises used by Bu3a, together with any action taken immediately to mitigate any risk(s) identified will also, as soon as possible, be referred to the appropriate person representing the owner of the building.

A record will be maintained of all Risk Assessments carried out including - date, area inspected, any potential hazards identified and action taken.

If a member identifies a potential risk, he/she should inform any Bu3a Committee Member as soon as possible.

APPROVED BY: BALLYMONEY u3a COMMITTEE ON BEHALF OF BALLYMONEY u3a.

DATE REVISED/UPDATED: 28 09 2021

SIGNED: CHAIRMAN:

John W D Pinkerton

NB: Signed copy held on file.