

Name of activity	
Date/s	
Location	
Risk rating – CIRCLE ONE	Low Medium High

Introduction

North Walsham u3a aims to provide and maintain safe and healthy conditions and environments for all members and guests during activities including interest group and monthly meetings, trips and social events.

To ensure this, the following guidelines have been written and must be followed by the organisers of activities, including committee members and group leaders, and participants.

Guidelines - activities

All activities must undertaken safely and without risk to participants’ health.

Guidelines - venues for indoor activities

Indoor activities must take place in venues that are safe and without risk to participants’ health. All venues including private homes must therefore:

- Have enough space and where applicable enough seats for attendees
- Be free of hazards that might make members trip, slip or fall, e.g. trailing cables, slippery floors
- Have entrances, exits and walkways, including escape routes in the event of a fire, that are free from obstructions
- Be free of electrical hazards, e.g. damaged or otherwise unsafe wires, lights, socket, appliances, etc. (Professional electrical safety inspection and testing are **not** expected in private homes.)
- Be adequately lit and ventilated and at an appropriate temperature
- Have hygienic kitchen facilities if refreshments are provided
- Have appropriate toilet and handwashing facilities that are available to participants

In addition, public venues must comply with all relevant laws and regulations, e.g. fire, gas and electrical safety, public liability insurance. Organisers of activities should request confirmation that the relevant venue does that.

Public venues are likely to have their own health and safety policies, procedures and risk assessments. Organisers of activities should be familiar with these and ensure that that participants comply with them. This will include making sure all u3a members and guests in attendance are aware of what to do in the event of a fire alarm/evacuation.

Guidelines - travel arrangements

Where participants make their own arrangements to travel to and from activities, neither North Walsham u3a nor the organisers of activities are responsible for ensuring the health and safety of this.

However, where travel takes place as part of an activity such as trip or visit, the organisers of activities must ensure that travel arrangements are safe and without risk to participants' health. This can be done in several ways including the following where applicable:

- Reminding participants using their own cars that they must have a full driving license and that their cars must be insured and in a roadworthy condition
- Using reputable companies where cars, taxis, minibuses or coaches are hired. (These may be licensed by North Norfolk District Council.)
- Travelling by public transport

Guidelines - participants' responsibilities

Participants are expected to:

- Before taking part in an activity, consider their own fitness, health and degree of vulnerability to any injury that may arise from an activity. If they think it may be unsafe for them, they should discuss this with the organiser and seek to agree a way to make the activity safer. If this not possible, the activity should be avoided
- If the activity involves manual handling of heavy objects or other physical activity, participants should only do this if it is safe for them to do so. It may be appropriate to ask for help with lifting heavier items.
- Avoid taking part in any activity with other u3a members if they think they may have an infectious illness, e.g. Covid, flu, Norovirus
- Comply with the risk assessments for activities they participate in
- Avoid doing anything that is likely to put themselves or others at risk of harm.

Guidelines - responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Chairman of North Walsham 3a 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, North Walsham u3a will ensure those who witnessed the event and were involved complete an incident report (template available to download from www.u3a.org.uk/advice). This must be completed and shared with those who need to have access to it and kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

Guidelines - lone volunteering

There may be occasions where u3a members may be carrying out activities for North Walsham 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 e.g. using a ladder.

Does the activity involve any hazards that are not addressed by following the guidelines given above? - CIRCLE ONE	YES	NO
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If YES, complete the following table:

Hazard	Action Required to Mitigate the Hazard	By Who

Declaration:

I confirm that North Walsham u3a's health and safety guidelines and any additional risk mitigation measures described above will be followed during this activity.

Organiser's name (PRINT):

Organiser's signature:

Date:

Review date (one year after signature):