



Witham & District (Essex) u3a

HEALTH & SAFETY POLICY

Witham & District (Essex) u3a aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of our u3a groups, monthly meetings and at events.

Insurance

Witham & District (Essex) u3a is covered by the insurance provided by The Third Age Trust and details of it can be accessed on the u3a website www.u3a.org.uk/advice. If any activities are being considered that Witham & District (Essex) u3a is unsure if they are covered, they will contact the u3a Office for further advice.

Risk Assessments

Witham & District (Essex) u3a will ensure the Committee, Group Co-ordinators or those responsible for a meeting or event complete a risk assessment. These will be used to identify any risks and explore how they could be mitigated.

Witham & District (Essex) u3a is aware that some venues used for meetings/events may already have their own risk assessment: these should be reviewed and where mitigations identified, ensure they are actioned. (e.g. a venue may state that no more than 5 chairs should be stacked together and/or nothing placed in the way of fire escapes.)

Responding to accidents/incidents and dealing with emergencies

In the case of an accident/incident the Secretary of Witham & District (Essex) u3a should be informed as soon as possible.

Where a u3a member is involved in an accident or incident whilst taking part in a u3a event Witham & District (Essex) u3a will ensure those who witnessed the event, and were involved, complete an incident report. This must be completed and shared with those who need to have access to it, including the Committee Chair and kept by the Secretary on file. It will also need to be shared with the insurers in the event of an insurance claim.

Lone volunteering

There may be occasions where u3a members may be carrying out activities for Witham & District (Essex) 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 accident/incident and ensure they have, for example, their mobile phone with them and avoid activities at height e.g. 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 u3a members.

Venues

Where Witham & District (Essex) u3a uses external venues who have their own policies and procedures and risk assessments, Witham & District (Essex) u3a will ensure these are followed.

This will include making sure all u3a members in attendance are aware of what to do in the event of a fire alarm/evacuation.

If Witham & District (Essex) u3a is hosting an event with non-members present, this will also include ensuring those who are not u3a members are also informed.

Witham & District (Essex) u3a will ensure this policy is kept up to date and reviewed annually.

Policy signed off	Date of next review	Review completed
6 March 2026	March 2027	

Signed by Chairman:

Date: 6 March 2026

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**Witham & District (Essex) u3a
(Registered Charity: 1100042)**