

Sheffield u3a Health and Safety Policy

1. Responsibilities of Trustees and Members

As a registered charity with no paid employees Su3a is not bound by the provisions of the Health and Safety at Work Act 1974. However, this legislation is the standard which we should aspire to in order to keep our members safe. The Trustees have an obligation in common law to ensure the safety of members whilst they are taking part in Su3a activities. Similarly, both coordinators and the general membership have an obligation to exercise responsibility and to take reasonable care of their own health and safety and that of any other person who may be affected by their actions.

2. Keeping Members Safe – Risk Assessments.

A written Risk Assessment is the recognised way of demonstrating that a group activity has been considered and that the **reasonable and foreseeable risks** both specific and general have been identified and if possible avoided or their impact reduced (mitigation).

Su3a has a large and diverse number of groups and activities. Some of these activities e.g. walking, cycling and other physical activities may carry specific and higher risks to the individual than others such as meetings in halls, private homes and public venues. However, there is a potential risk even in these latter categories e.g. slips, trips and falls are general risks common to most activities plus the more serious risk of fire which should always be considered.

There are sample risk assessments on our website for groups which meet in private homes, hired venues and public venues. These show the most common risks and what can be done to mitigate those risks. There is also a checklist showing the most common risks for walking groups which can be adapted to suit the skills and experience of a walking group's membership. Many physical activities such as cycling, croquet, bowling etc. will have a national governing body which may also have sample risk assessments. Pertinent suggestions from group members should also be considered.

Once the Risk Assessment has been compiled by the group coordinator it should be sent to all existing and new group members who must agree to abide by it. **Membership of a group depends on each individual member agreeing to accept and abide by the Risk Assessment. If they do not accept the Risk Assessment, then they cannot be a member of the group.** Agreement can be by email to the group coordinator. Where a member or members refuse to agree to the Risk assessment, the issue should be referred straightaway to the Health & Safety Officer currently Maureen Cave at mocave@btinternet.com

3. When an Accident or Incident Occurs.

All accidents and incidents which could result in the safety of group members being compromised should be reported even if it appears that no one was harmed. The form for reporting these is on the Coordinator Documents page of the Su3a website at

<https://su3a.org.uk/information-for-group-coordinators/coordinator-documents/>

The completed form should be sent to the Su3a Secretary at secretary@su3a.org.uk who will also forward a copy to the Health & Safety Officer.

The Risk Assessment should also be reviewed at this time to ensure that there are no further measures which could be employed to reduce this particular risk in future.

4. Insurance in the Event of an Accident or Incident.

Members are not covered by Su3a insurance for personal accidents that they may suffer whilst taking part in a Su3a activity. An example of a personal accident is where a member trips and breaks a limb and no other person is involved.

Members are however covered against a claim from a member of the public or from another Su3a member where it can be shown that the member is legally responsible for an injury to the person concerned. An example would be where an Su3a member jostles another person resulting in that person sustaining an injury.

In the event of a claim on the insurance policy, it should be assumed the insurers will require a risk assessment to have been completed for the group activity. Although strictly speaking a claim will not be rejected simply because there is no risk assessment, the lack of a risk assessment will make a claim much harder to defend. However, if a claim relates to a Covid 19 matter it is likely that a claim will fail without a proper risk assessment and any members claim will not be met.

Claims on the insurance policy should be made in the first instance to treasurer@su3a.org.uk