

Health and Safety Policy

Category: Risk assessments

Bedford u3a aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of Bedford u3a groups, monthly meetings and at events.

Insurance

Bedford u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the u3a website www.u3a.org.uk/advice. If any activities are being considered that Bedford u3a is unsure if they are covered, they will contact the u3a Office for further advice. The Third Age Trust provides third party liability insurance however extreme sports and high hazard activities may not be covered. Please check before running an activity.

Risk Assessments

Bedford u3a will ensure the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated. Bedford 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. Where relevant, clear instructions and guidance should be provided to anyone who requires it. Further information, guidance and templates about risk assessments can be downloaded from the u3a website: www.u3a.org.uk/advice

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the appropriate Trustee of Bedford u3a should be informed as soon as appropriate. Where a Bedford u3a member is involved in an accident or incident whilst taking part in a Bedford u3a event Bedford 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, including the Committee Chair and kept on file by the Bedford u3a Secretary. It may also need to be shared with the insurers in the event of an insurance claim.

Lone volunteering

Lone volunteering activities are not encouraged by Bedford u3a, however there may be occasions where Bedford u3a members may be carrying out activities for Bedford u3a on their own. For example, opening a venue for a meeting, setting up for a meeting etc. Where this occurs the Bedford 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.

Manual handling

All Bedford 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 Bedford u3a uses external venues who have notified Bedford u3a of their own policies and procedures and risk assessments, Bedford 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 Bedford u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed. Bedford will ensure this policy is kept up to date and reviewed annually.

Related documentation

Risk assessment templates for open meetings and events are held by the Bedford u3a Secretary.

This policy was adopted on:

Signed: _____ Committee role: _____

Print name: _____

Policy review date: _____ February 2026 _____