

# Newcastle u3a

## Health and Safety Policy

**Category: Risk assessments**

### **Purpose**

The [Health and Safety at Work Act 1974](#) only applies to paid workers, although volunteers must still be protected from risks. Newcastle u3a will ensure that reasonable care has been taken to avoid harming others and that members are aware of the risks.

### **Policy**

Newcastle u3a aims to provide and maintain Safe and Healthy conditions and environments for all members including during the meeting of Newcastle u3a Groups, Monthly Meetings and at Events.

### **Insurance**

Newcastle 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](http://www.u3a.org.uk/advice). If any activities are being considered that Newcastle 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 covered. Please check before running an activity.

### **Risk Assessments**

The Executive Committee, Group Leaders or those responsible for a Meeting or Events shall complete a Risk Assessment(s).

These will be used to identify any risks and explore how they could be mitigated. The Executive Committee 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. 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](http://www.u3a.org.uk/advice)



## Responding to accidents/incidents and dealing with emergencies

In the event of an incident / accident the Chair or person nominated by the Chair of Newcastle u3a 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 Newcastle 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](http://www.u3a.org.uk/advice)). **See Appendix 1.**

This must be completed and shared with those who need to have access to it, including the Executive Committee Chair and kept 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 Newcastle 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.

## 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 Newcastle u3a uses external venues who have their own policies and procedures and risk assessments Newcastle 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 Newcastle u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

Newcastle u3a will ensure this policy is kept up to date and reviewed annually.

## Related documentation

The following documents are available on the u3a website [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice) to support u3as develop, approve and adopt this policy:

- Risk assessment templates – including templates for a range of different venues and activities including groups meetings at members' houses.
- Risk Management guidance
- Safeguarding Policy and Procedure Sample
- Insurance Cover Note 2023
- Insurance FAQs



	Policy Adopted	September 2025
	Policy Review	September 2026





## Appendix 1:

### Incident report form

#### Category: Form

Please note that this form is to be filled in by a member of the committee, a group convenor, or the property owner and should be retained on file by the U3A committee in case of a claim and for a period of three years even if a claim appears unlikely.

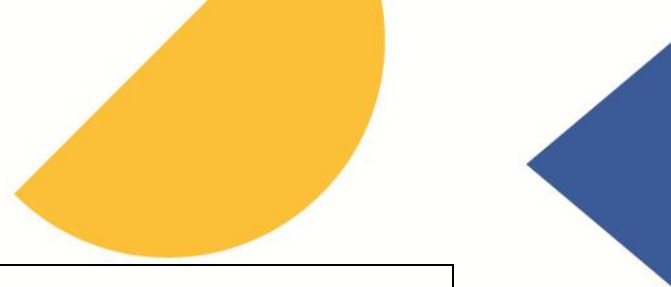
#### 1. Your details

<b>U3A</b>	
<b>Name</b>	
<b>Position</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Address</b>	
<b>Postcode</b>	

#### 2. Incident details

<b>Date of incident</b>	
<b>Time of incident</b>	
<b>Where did the incident occur?</b>	
<b>Please state the reason for the injured person or damaged property being there</b>	
<b>Please describe the circumstances of the incident</b> <i>Attach a sketch or photograph(s) if possible</i>	





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**3. Particulars of person(s) involved in the incident (continue on a blank page if necessary)**

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	

*Sections 4 and 5 are to be completed for any incident involving injury.*

**4. Particulars of the injured person(s)**

**(continue on a blank page if necessary)**

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	
Name	Email
Address	
Postcode	Telephone





Was he/she a member of your U3A on the date of the incident?

## 5. Details of injury

Describe the injury/injuries
Immediate action taken
Treatment at the scene
Admission to hospital
Ongoing medical treatment

*Section 6 is to be completed for any incident involving damage to property*

## 6. Details of damaged property

Describe damage caused
Estimated cost of repair or replacement
Name of owner of damaged property





Email	Telephone
Address	
Postcode	

*The remaining sections are to be completed for all incidents*

## 7. Name and contact details of any witnesses to the incident


## 8. Declaration

I/We declare that to the best of my/our knowledge and belief all the foregoing particulars are true and correct in all respects.

Signed

Dated







**This Policy has been reviewed by the Executive Committee as indicated below:**

Signed	
Name:	Name:
Date:	Date:

