

FRINTON WALTON AND DISTRICT HEALTH AND SAFETY POLICY

It is the policy of FWD u3a that its various activities are, as far as is reasonably practicable, conducted with the safety of all participants paramount.

Nominated Safety Officer (NSO). Overall responsibility for Safety lies with the Safety Officer whose name shall be published in the committee members function list. The Safety Officer is to confirm that committee members and Group Leaders are conversant with the Policy, satisfying him/herself, that where necessary, appropriate steps to mitigate any inherent risks/dangers have been initiated.

Activities. Within FWD u3a, Groups cover a wide range of activities each with different and changing risks/dangers. Some Groups have little or no risk associated with them. It is not practicable therefore to produce guidelines for every eventuality and in most cases normal common sense behaviour will suffice.

Risk Assessments (RA's).

- Group Leaders of the more physical activities will normally be required to carry out a Risk Assessment of their specific activity using the relevant form. This should be done in consultation with their participants, the objective being to identify any possible risk/danger associated with the activity. Findings should be graded, High, Medium or Low risk.
- Suggested mitigating action is to be added and the completed Risk Assessment form passed to the Safety Officer for further discussion and confirmation.
- The principles of the agreed Risk Assessment's mitigating action are then to be applied to the activity as far as is reasonably practicable with written or verbal briefings to participants.
- In the event that an outside agency has rules relating to safety, use of their kitchen equipment by u3a members for example, such rules are to be incorporated into our own Risk Assessment .
- The NSO is to maintain a file of completed and confirmed Risk Assessments.

Venues

Group Leaders must satisfy themselves that their chosen venue is suitable. The specific Health and Safety guidance for the venue must be

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followed. Check any rules for Fire Action, Escape Routes, the use of the venue's own equipment and electrical safety etc. Note the postcode of the venue in case of emergency. Refer any queries or concerns to the NSO.

Possible Hazards

Asphyxiation	Drowning	Falls/Tripping	Fire
Getting Lost	Injury	Sickness	Smoking
Water			

Points to Consider

Briefing participants	Car parking	Disclaimers
Emergency cash	Emergency numbers	First Aid Kits
First Aid training	Inclement weather	Insurance
Keys	Mobile phones	Security
Special Diets	Special medication	Third Parties

There will be many more depending upon the particular group activity. Risk Assessments will need to be regularly updated as new Groups are formed and circumstances alter.

Forms and Guidance

The following associated documents can be read and downloaded from the FWD u3a website.

- a. Venue Risk Assessment Checklist
- b. Incident Report Form

This policy was adopted on:

Signed

Role

Date

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Review date: