Health and Safety Policy

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

Insurance

Dartford 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 Dartford 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

Dartford u3a will encourage those responsible for a meeting or event to complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated. Dartford 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 about risk assessments is available to members on the u3a website: www.u3a.org.uk/advice

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Groups Co-ordinator/Chair of Dartford 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 Dartford u3a will ensure those who witnessed the event and were involved complete an incident form available from the Groups Co-ordinator. This must be completed and shared with those who need to have access to it, including the Committee Chair and kept on file. A copy will also need to be sent to the u3a Office in order to be shared with the insurers.

Lone volunteering

There may be occasions where a u3a member may carry out activities for Dartford 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 take precautions to protect themselves for example ensure they have their mobile phone with them; avoid activities at height 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 Dartford u3a uses external venues who have their own policies and procedures and risk assessments Dartford 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 Dartford u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

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

Reviewed November 2026