

Health and Safety Policy for u3a Dacorum

Purpose

This document covers health and safety within a u3a to minimise the risk of accidents and injuries. This is supported by checklists to ensure that u3a Dacorum knows how to minimise the risk. It should not be confused with safeguarding (separate policy) that protects an adult's right to live in safety, free from abuse and neglect.

Scope

While the [Health and Safety at Work, etc Act 1974](#) only applies to paid workers, volunteers must still be protected from risks. Reasonable care must be taken to avoid harming others and that participants are aware of the risks.

Policy

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

Insurance

u3a Dacorum is covered by the insurance policies 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 u3a Dacorum is unsure if they are covered, they must 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 such an activity.

Risk Assessment Checklists

Risk assessment checklists should be completed by the Committee, Group Leaders or those responsible for a meeting or event to identify any risks and explore how they could be mitigated. This should be done regularly (roughly every three years) or when there is a change of venue or other circumstances for home and hall-based groups. Outdoor activities should have an annual review of the risk assessment checklist. Most venues used for meetings/events may already have their own risk assessments, these should be reviewed and where mitigation measures are identified, the co-ordinator should ensure they are followed. For example, a venue may state that no more than five chairs should be stacked together and or nothing is placed in the way of fire escapes. Where relevant, clear instructions and guidance should be provided to anyone who requires it. The risk assessment checklist forms can be found [here](#). There are separate forms for home-based groups, in-hall groups and outdoor activities.

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Chair/vice-Chair (chair@u3adacorum.org or vicechair@u3adacorum.org) of u3a Dacorum 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 u3a Dacorum will ensure those who witnessed the event and were involved complete an incident report (available [here](#)). This must be completed and shared with those who need to have access to it, including the Committee Chair and the Secretary who

will ensure it is held in the dedicated folder in our archive. If there is an insurance claim, the completed form will also need to be shared with the insurers.

Lone volunteering

There may be occasions where u3a members may be carrying out activities for u3a Dacorum on their own, especially if the venue does not have staff on the premises. For example, opening or closing 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. Ideally, setting up and closing or locking up should be done by at least two people, if the venue has no staff on the premises. If this is unavoidable, and a member is working alone they should know who to contact in the event of an incident or accident and ensure they have a mobile phone with them. Members must also avoid actions or tasks that might put them at risk of injury (eg moving heavy furniture).

Manual handling

All members should think about manual handling (eg lifting or moving heavy equipment) 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 members.

Venues

Where u3a Dacorum uses external venues who have their own policies and procedures and risk assessments u3a Dacorum 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 u3a Dacorum is hosting an open day this will also include ensuring those who are not u3a members are also informed. Co-ordinators or their deputy should ensure they know where first aid kits are kept.

u3a Dacorum will ensure this policy is kept up to date and reviewed every three years.

Related documentation

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

- Insurance Cover Note
- Insurance FAQs
- Insurance Overview

u3a Dacorum relevant documents:

- [Safeguarding-policy-and-procedures.pdf](#)
- Coordinators Handbook and associated forms are available [here](#)

u3a	Template Health and Safety Policy for u3as	The Third Age Trust
Version	Description of changes	Date
1.0	Draft policy based on TAT template	6 May 2025
1.1	Draft policy updated to reflect discussions	27 October 2025
1.2	Draft policy updated to reflect further discussion	29 December 2025
1.3	Revised policy approved for adoption	20 January 2026
1.4	Policy approved by Committee	3 February 2026