Health and Safety Policy for Anton u3a

Purpose

This document will cover areas of health and safety within Anton u3a. It should not be confused with safeguarding. Where safeguarding is about protecting an adult's right to live in safety, free from abuse and neglect, health and safety is about minimising or removing the risk of accidents and injuries.

Scope

The Health and Safety at Work Act 1974 only applies to paid workers, although volunteers must still be protected from risks. Anton u3a should ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

Policy

Anton 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
Anton 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 Anton 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. Anton u3a should check before running an activity which includes these activities.

Risk Assessments
Anton 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. Anton 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 is 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 national website: www.u3a.org.uk/advice

Responding to accidents/incidents and dealing with emergencies
In the event of an accident/incident the Chair or Vice-Chair of Anton 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 Anton 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 be 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 Anton 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 accident or incident 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 Anton u3a uses external venues who have their own policies and procedures and risk assessments, Anton 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 Anton u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

See Appendix HSP 1 for Leaving Checklist for Burghclere Down Community Centre.

Risk Assessment templates are available for the following:

- *Day Trip RA*
- *Home-based RA*
- *Venue-based RA*
- *Walk Leader RA*

Anton u3a will ensure this policy is kept up to date and reviewed every two years.

u3a	**Health and Safety Policy**	Anton u3a
Version	**Description of changes**	**Date**
1.0	Approved by Committee	27/01/2026

Hirer Leaving Checklist

As per the Terms and Conditions of Hire above, the hirer's £50 deposit will be returned subject to leaving the Centre secure, clean and tidy. The Committee ask that the hirer completes the following checklist at the end of the hire period:

- ❑ Wipe down and then pack tables and chairs away into the store-room as they were found.
- ❑ Ensure that all furniture and fittings are returned to their original positions.
- ❑ Wipe/mop any spills on the Main Hall floor (you can find cleaning equipment in the cleaning cupboard).
- ❑ Sweep the Main Hall floor.
- ❑ Vacuum the entryway carpet.
- ❑ Wash, dry and put away in the correct place, any cutlery, crockery and pans that have been used.
- ❑ Wipe down kitchen surfaces and empty the sink traps into the bin.
- ❑ Turn off the hot water urn at the wall and ensure the oven and hob are turned off.
- ❑ Take any leftover food from the fridge and freezer with you.
- ❑ Pick up any loose rubbish.
- ❑ Flush all toilets and turn off taps.
- ❑ Empty the kitchen bin, placing the rubbish bag in the general waste Biffa bin outside (you can find replacement bin bags in the cleaning cupboard).
- ❑ Place any cardboard, paper, can or plastic bottle recycling in the dry mixed recycling Biffa bin outside. Please take glass and other recycling home with you.
- ❑ Note any breakages, accidents or repairs in the relevant log books in the entryway.
- ❑ Close all windows and internal doors, including the kitchen hatches.
- ❑ Check the fire exit doors at the rear of the hall are secure.
- ❑ Turn off all lights.
- ❑ Sign out of the Visitors log
- ❑ Close front door behind you and ensure that the magnetic lock has engaged.