Health and Safety Policy for Newmarket u3a (including necessary Risk Assessments)

Scope

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

Policy

Newmarket 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

Newmarket u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the Newmarket u3a website Insurance cover note. If any activities are being considered that Newmarket 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

Newmarket u3a will ensure the Committee or those responsible for a meeting or event complete a risk assessment. These will be used to identify any risks. Newmarket u3a is aware that some venues used for meetings/events may already have their own risk assessment, these should be reviewed and ensure they are actioned. Where relevant, clear instructions and guidance should be provided to anyone who requires it.

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the those responsible for a meeting or event should be informed as soon as possible. Where a u3a member is involved in an accident or incident whilst taking part in a u3a event those responsible for a meeting or event should ensure those who witnessed the event and were involved complete an incident report. This must be completed and shared with those who need to have access to it, including the Committee Chair and, if relevant the appropriate Group Leader, 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 Newmarket 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 their mobile phone with them.

Working at height

Those responsible for a meeting or event and any u3a members carrying out activities for Newmarket u3a should not carry out any activities where they are working off the ground.

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

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

Signed: G Cornwell
Chair

This policy was adopted on: 17 November 2025
Review date: October 2026