

Bracknell Forest u3a (BFu3a)	Charity number: 1153789
Policy date: May 2025	Review date: May 2027

Statement

Bracknell Forest u3a (BFu3a) is a learning co-operative and membership charity which enables members in their third age to share educational, creative and leisure activities. This policy is about minimising or removing the risk of accidents and injuries in order for BFu3a to provide and maintain safe and healthy conditions and environments for all members including during the meeting of u3a groups, monthly meetings and events.

Scope

Whilst the Health & Safety at Work Act 1974 only applies to paid workers, volunteers must still be protected from risks. BFu3a should ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

Insurance

BFu3a 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 BFu3a 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 are not covered. Please check before running an activity.

Risk Assessments

BFu3a will ensure the Committee, Group co-ordinators 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. BFu3a is aware that some venues used for meetings/events may already have their own risk assessment, and these should be reviewed and where mitigations have been 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 and templates about risk assessments can be downloaded from the u3a website: www.u3a.org.uk/advice.

Responding to incidents/accidents and dealing with emergencies

In the event of an incident/accident the Administrative Secretary should be informed as soon as possible. Where a BFu3a member is involved in an incident or accident whilst taking part in a BFu3a event, an Incident Form will be completed by a member of the Committee, a Group co-ordinator, or the property owner and should be shared with those who need to have access to it, including the Committee, and retained on file by the BFu3a Committee in case of a claim for a period of three years even if a claim appears unlikely. It will also need to be shared with the insurers in the event of an insurance claim.

Lone volunteering

There may be occasions where BFu3a members may be carrying out activities for BFu3a on their own. For example, opening a venue for a meeting, setting up for a meeting etc. Where this occurs the BFu3a member should ensure someone else knows where they are and when they should be

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expected back. The BFu3a member should also know who to contact in the event of an incident or accident and ensure they have, for example, their mobile phone with them and avoid activities at height e.g. using a ladder.

Manual Handling

All BFu3a 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 BFu3a members.

Venues

Where BFu3a uses external venues which have their own policies and procedures and risk assessments BFu3a will ensure these are followed. This will include making sure all BFu3a members in attendance are aware of what to do in the event of a fire alarm/evacuation. If BFu3a is hosting an Open Day this will also include ensuring those who are not BFu3a members are also informed