



# SEATON u3a HEALTH AND SAFETY POLICY

## 1. Introduction

### 1.1 Purpose

This is a policy regarding health and safety within Seaton 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.

### 1.2 Scope

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

Seaton 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.

## 2 Insurance

Seaton 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](http://www.u3a.org.uk/advice). If any activities are being considered that Seaton 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.

## 3 Risk Assessments

### 3.1 Overview

Seaton u3a will ensure 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. The person responsible for the risk assessment for the monthly meeting will be nominated each year at the first committee meeting after the AGM. Risk assessments will be required every time there is a significant change and must be reviewed at least annually.



Members of the Committee will help Group Leaders to complete risk assessments who may be inexperienced at completing such forms. Further information, guidance and templates about risk assessments can be downloaded from the u3a website:

[www.u3a.org.uk/advice](http://www.u3a.org.uk/advice) Risk assessment templates and checklists are available as follows:

- Annex 1: home-based risk assessment
- Annex 2: Walk leader risk assessment
- Annex 3: Venue-based risk assessment

All risk assessments will be filed by the Secretary.

### 3.2 Venues

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

Seaton 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 nothing placed in the way of fire escapes. Where relevant, clear instructions and guidance should be provided to anyone who requires it.

### 3.3 Lone volunteering

There may be occasions where u3a members may be carrying out activities for Seaton 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 ensure they have, for example, their mobile phone with them and avoid activities at height e.g. using a ladder.

### 3.4 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.

## 4 Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Chair of Seaton 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, Seaton u3a will ensure those who witnessed the event and those who were involved complete an incident report.

The Incident Report form is in Annex 4 but can also be downloaded from Seaton u3a website. It must be completed and shared with those who need to have access to it within 2 days, including the Committee Chair and kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

## 5 Electrical Inspection and Testing

For low risk environments, the table below indicates the appropriate level of electrical inspection and testing required by Seaton u3a. There is no risk in being over cautious in checking and where items are subject to frequent or hard use, more comprehensive and regular checks are to be encouraged.

Records of Seaton u3a assets' electrical inspection and testing will be maintained within the official asset list. Group Leaders are responsible for conducting inspections on any other equipment they use during their meetings eg their own or that of the venue.

It is assumed that venues conduct their own electrical inspection and testing eg PAT.

It is easy to determine whether or not a piece of electrical equipment is double insulated (see Annex 5).

<b>Equipment / environment</b>	<b>User check</b>	<b>Formal visual inspection</b>	<b>Combined inspection and testing</b>
Battery operated (less than 20 volts)	NO	NO	NO
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights.	NO	NO	NO
Information technology: e.g. desk top computer, VDU screens.	NO	YES (2-4 years)	NO if double insulated YES Otherwise (up to 5 years)
Photocopiers, fax machines. NOT hand held. Rarely moved.	NO	YES (2-4 years)	NO if double insulated YES Otherwise (up to 5 years)
Double insulated equipment: NOT hand held. Moved occasionally, e.g. fans, projectors, table lamps.	NO	YES (2-4 years)	NO



Double insulated equipment: hand held e.g. some floor cleaners.	YES	YES (6 months -1 year)	NO
Earthed equipment (class 1) e.g. electric kettles, some floor cleaners.	YES	YES (6 months -1 year)	YES (1 – 2 years)
Cables (leads) & plugs connected to earthed equipment. Extension leads (mains voltage)	YES	YES (6 months - 4 years Depending on type of equipment connected to)	YES (1 – 5 years Depending on type of equipment connected to)

## 6 Adoption and Review

Seaton u3a will ensure this policy is kept up to date and reviewed at least every 3 years.

This policy was adopted on 15 September 2025

Policy review date September 2028

This policy is based on u3a Trust’s Health and Safety Policy template version1 dated 16/6/2023.

### Seaton u3a Related documents:

- Risk management guidance
- Home-based risk assessment checklist
- Venue-based risk assessment checklist
- Walk leader risk assessment checklist
- Incident Report form



## Annex 1: Home-based risk assessment

This checklist is to help in the planning for an activity in a member's home. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

<b>u3a Name:</b> Seaton u3a	<b>Date:</b>
<b>Name of person completing risk assessment checklist:</b>	
<b>Interest Group:</b>	
<b>Description of Activity:</b>	

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is there enough space for all members in attendance?				
	Are there any trip hazards or anything that might make members slip or fall?				
	Are all walkways that members have access to kept free from obstruction?				
	Are there enough seats for all members in attendance?				
	Can everyone access the room? (n.b. there is no requirement to make home adaptations)				
	Have you taken a register of members in attendance?				



Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?				
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?				
Fire Safety	Are all exits unobstructed?				
	Is there a working smoke alarm?*				
Wellbeing	Are light refreshments available to members? (e.g., water)				
	Have members been made aware of any pets?				

\*If you do not have a working smoke alarm, you can contact your local fire service for a 'Safe and Well Visit', during which they can fit a free smoke alarm in your home.

Other identified risks:	What will you do to mitigate these risks?



## Annex 2: Walk leader risk assessment

This checklist is to help walk leaders in the planning for a walk. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific walk requirements. You may wish to ask dog owner to read the BMC guide to reducing risk when encountering cattle: <https://www.thebmc.co.uk/Taking-care-around-cows>

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the walk takes place, and you can always add to this during the walk.

<b>u3a Name:</b> Seaton u3a	<b>Date:</b>
<b>Name of person completing risk assessment checklist:</b>	
<b>Interest Group:</b>	
<b>Description of Activity:</b>	

	Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Recce	Have you researched the route you will be taking to identify any hazards and/or obstacles? ?				
	Have you given members an overview of the walk and the identified hazards/obstacles e.g. the number of stiles, likely boggy areas etc?				
	Do members know the length and difficulty of the walk?				
Traffic	Are there suitable crossing places on the road?				
	Are your attendees aware they must maintain single file on road sections?				



Animals	Have you notified members of any routes through fields with livestock in?				
	Are dogs kept on leads in relevant areas (such as around livestock, in urban areas)?				
	Are members aware of the increased risk of attack by cattle when walking with dogs?				
	Is there any danger of ticks or bites/stings?				
Safety	Do you have the correct equipment needed for the walk (e.g., map, compass, whistle)?				
	Have you taken an attendance register?				
	Do you have emergency contacts for all attendees?				
	Do you have a charged phone with emergency contact details stored on it?				
	Does someone know when you are expected back?				
	Have members been reminded to wear appropriate footwear?				
	Do you have a back marker to stay in sight and communication with group?				
	Is there any danger you will lose visibility or mobile phone signal?				
	Have members attendees brought refreshments (such as water) for the walk?				
	Is there a first aid kit?				



Weather	Have you checked the weather forecast for the day of the walk in advance?				
	Is there any danger of extreme temperatures, heavy rainfall, high wind or otherwise severe weather?				
	Have walkers brought suitable clothes and footwear, and appropriate items (such as waterproofs) for the weather?				

Other identified risks:	What will you do to mitigate these risks?



### Annex 3: Venue-based risk assessment

This checklist is to help in the planning for a venue-based activity, such as a community hall. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk you should note the actions you will take to reduce it. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

<b>u3a Name:</b> Seaton u3a	<b>Date:</b>
<b>Name of person completing risk assessment checklist:</b>	
<b>Interest Group:</b>	
<b>Description of Activity:</b>	

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is the area where the u3a activity is taking place in well lit and away from any hazards?				
	Are floor surfaces in good condition to prevent slips, trips, and falls?				
	Are all walkways kept clear and free from obstruction?				



	Are there enough seats for all members in attendance?				
	Has a register of members in attendance been taken for fire safety reasons?				
Electrical	Have you made sure there are no trailing leads or cables?				
	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?				
	Have all cables been inspected to ensure they are intact and safe for use?				
	If the venue requires PAT testing, has equipment been PAT tested?				
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?				
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?				
	Is there a working smoke alarm?				
	Is there a working carbon monoxide alarm?				
	Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm system)?				
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?				



Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?				
Wellbeing	Are refreshments available to members? (e.g., water, tea)				
	Is there a first aid box that is checked regularly and has been stocked?				

Other identified risks:	What will you do to mitigate these risks?



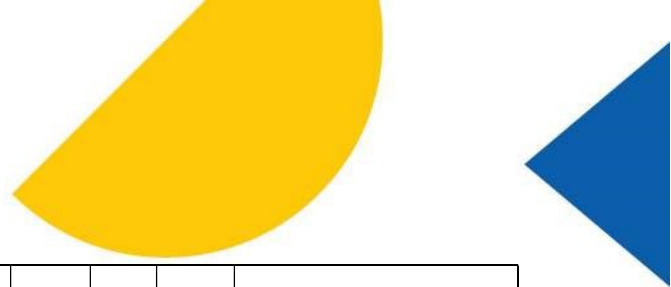
## Annex 4: Day Trip Risk Assessment Checklist

<b>u3a Name:</b>	<b>Date:</b>
<b>Name of person completing risk assessment checklist:</b>	
<b>Interest Group:</b>	
<b>Description of Activity:</b>	

This checklist is to help in the planning for a day trip. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific trip requirements.

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the trip takes place and you can add to this during your trip.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Organising the trip	Has the committee Chair (or nominated committee member) been made aware of the trip and been given a copy of the itinerary, contact details and attendees?				
	Have all the participants been given the trip itinerary and details of the travel arrangements?				
Member Safety	Have the names and contact details of all the members attending been collected and stored securely?				
	Have all the participants supplied the details of a person/next of kin who can be contacted in an emergency, and is this stored securely?				
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?				



	Is there a first aid box that is fully stocked and regularly checked?				
	Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip if appropriate (e.g., swimming, walking)?				
	Have members been reminded to bring any items they may need (such as medication) for the trip?				

Other identified risks:	What will you do to mitigate these risks?

<b>u3a</b>	<b>Day Trip Risk Assessment Checklist</b>	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023



## Annex 5: Incident report form

### 1. Your details

<b>U3A</b>	Seaton u3a
<b>Name</b>	
<b>Position</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Address</b>	
<b>Postcode</b>	

### 2. Incident details

<b>Date of incident</b>	
<b>Time of incident</b>	
<b>Where did the incident occur?</b>	
<b>Please state the reason for the injured person or damaged property being there</b>	
<b>Please describe the circumstances of the incident</b> <i>Attach a sketch or photograph(s) if possible</i>	



**3. Particulars of person(s) involved in the incident (continue on a blank page if necessary)**

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	

*Sections 4 and 5 are to be completed for any incident involving injury.*

**4. Particulars of the injured person(s)**

**(continue on a blank page if necessary)**

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	



## 5. Details of injury

Describe the injury/injuries
Immediate action taken
Treatment at the scene
Admission to hospital
Ongoing medical treatment

*Section 6 is to be completed for any incident involving damage to property*

## 6. Details of damaged property

Describe damage caused	
Estimated cost of repair or replacement	
Name of owner of damaged property	
Email	Telephone
Address	
Postcode	

*The remaining sections are to be completed for all incidents*



**7. Name and contact details of any witnesses to the incident**


**8. Declaration**

I/We declare that to the best of my/our knowledge and belief all the foregoing particulars are true and correct in all respects.	
Signed	Dated

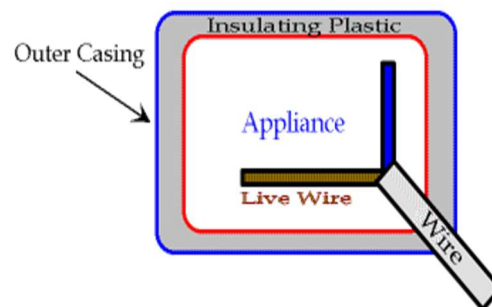
**9. Review of Actions that could have prevented incident**

<b>Date</b>	
<b>Persons involved in review</b>	
<b>Recommendation 1</b>	
<b>Recommendation 2</b>	

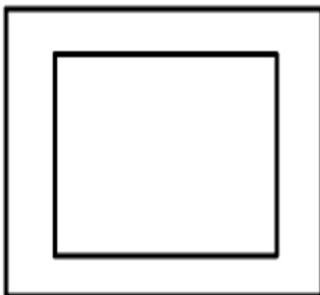


## Annex 6: Double insulation of electrical appliances

An appliance which is double insulated has the whole of the inside contained in plastic, underneath an outer casing. If anything goes wrong with the appliance, no live conductor can touch the outer casing because of the insulating plastic.



Appliances which are double insulated include electric drills and hairdryers. The symbol for double insulation is shown below.



You will see this symbol printed on the appliance which is double insulated.

**Double insulated appliances DO NOT need to be PAT tested.**