



Hurst, Hassocks and Ditchling



HHD Policy Guide 17

Health and Safety

This version approved by the Executive Committee on **25-03-2026**

1. Purpose

This document covers areas of health and safety within a HHD. 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.

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. It 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.

3. Insurance

HHD u3a is covered by the insurance provided by the u3a. 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 HHD u3a is unsure if they are covered, they should contact the u3a Office for further advice. The u3a provides third party liability insurance, however, extreme sports and high hazard activities may not be covered. Please check before running an activity.

4. Risk Assessments

HHD u3a will ensure the Executive Committee (EC), Group Leaders or those responsible for a meeting or event complete risk assessments. These will be used to identify any risks and explore how they could be mitigated. HHD 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 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 HHD u3a website at: <https://hhd.u3asite.uk/risk-assessment-checklists/>.

5. Accidents/Incidents and Emergencies

In the event of an incident/accident the Executive Committee-Secretary should be informed as soon as possible by the completion of an HHD Incident Report Form. A report form template for this purpose is included as an Annex to HHD Policy Guide 8 'Reporting First Aid Incidents' which can be downloaded from our website at: <https://hhd.u3asite.uk/hhd-policies/>. The report form should be completed by the event or group leader at the incident if necessary, with the help of those who witnessed the event and were involved.

The completed report form will be filed and shared by the EC Secretary as appropriate, including with the HHD Chair and the Groups Co-ordinator, and an entry made in the First Aid Book. It may also need to be shared with the insurers in the event of an insurance claim.

See also HHD Policy Guide 8 -Reporting First Aid Incidents. It is essential that Group Leaders or Trip Organisers obtain emergency contact details (ICE) for their members, and these should be reconfirmed annually or per trip/event as appropriate.

6. Lone Volunteering

There may be occasions where u3a members may be carrying out activities HHD 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.

7. 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. This includes trying to lift a person from the floor or into a wheelchair.

8. Venues

Where HHD u3a uses external venues who have their own policies and procedures and risk assessments HHD 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 HHD u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed. *[Note: Event or meeting organisers may wish to prepare check lists for the activities that need to be prepared and/or completed before and during the event/meeting]*