

HEALTH AND SAFETY POLICY

Introduction

The relevant legislation is The Health and Safety at Work Act 1974 (HASAWA) which does not apply to voluntary organisations. However, while it is not a legal requirement to have a Health and Safety policy, outside of the statutory requirements, the Culm Valley u3a has a duty of care to its membership.

Culm Valley u3a (CVu3a) genuinely cares for all members* and wants to demonstrate this in this health and safety policy. The policy statement will be reviewed every three years, or immediately if there are any major changes to our activities.

NOTE: **CVu3a allows for non-members and guests to attend one monthly meeting and/or interest group meeting, as a taster, with a view to becoming a full paid up member. For the purposes of this document non-members, guests and associate members are considered as "members".*

Setting the scene

CVu3a:

- is a community organisation run by its members for its members
- has no paid staff
- operates using only volunteers
- is co-ordinated by an Executive Committee which operates under a constitution approved by the Third Age Trust.
- has no offices

Activities

- Only *members may participate in CVu3a activities (please see NOTE above).
- Participation in all activities and meetings is on a voluntary basis.
- Committee meetings and monthly meetings are held at local public venues.
- *Members attend Interest Groups which together organise a range of activities which are undertaken in public venues, members homes and/or outdoors. Activities might include visits to venues such as theatres, tourist sites and gardens and indoor activities reading, craft, quizzing and other indoor activities.
- *Members are encouraged to consider their own health and safety and take necessary actions e.g. carrying information re emergency contact name and number and information about allergies and medications.

Outdoor Activities e.g. walks

CVu3a recommends that individuals participating in any outdoor activity should, as a minimum requirement, carry information including:

- Emergency contact details
- any allergies, and
- medication taken regularly

Record of Attendance at all meetings

A record of who attended interest group meetings will be kept. This may be the Group Contact or another individual who takes on the responsibility. The purpose of the record is two fold :

1. To ensure that in any emergency situation all attendees are accounted for, and
2. As evidence for insurance purposes.

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This policy was adopted on: 23 March 2023

Signed: signature removed

Print Name: Margaret Chumbley

Committee Role: Chair

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Print name: Lorna Knowles

Committee Role: Business Secretary

Policy review date: **2026 and three years thereafter**