

HEALTH AND SAFETY POLICY

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ALL MEMBERS OF U3A in LONDON AND VISITORS MUST COMPLY WITH THIS POLICY

Policy updated March 2024 and approved by the U3A in LONDON Executive Committee

PART ONE: General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

U3A in London recognises and accepts its health and safety duties for providing a safe and healthy environment (as far as is reasonably practicable) for all members and visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation, and the common law duties of care.

U3A in London undertakes, in conjunction with WACArts (from whom U3A in London rents the premises and where this is relevant) to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of everyone who uses the premises.
- Provide proper facilities to safeguard the health and safety of all users of the premises.
- Encourage members to co-operate in all safety matters, in identifying hazards which may exist and reporting anything which appears dangerous or unsatisfactory.
- Ensure that the equipment and systems used are safe.
- Maintain safe arrangements for the use, handling, storage and transport of all equipment and all other materials.
- Provide sufficient information, and, where relevant, instruction, and training to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, training and supervision to members who have particular health and safety responsibilities (e.g., persons appointed to the Health and Safety Sub-committee)
- Make, as far as possible, safe arrangements for protection against any risk to health and safety of members and visitors that may arise from U3A's activities.

This policy statement and/or the procedures for its implementation may be altered at any time by U3A in London's Executive Committee. The statement and the procedures are to be reviewed in September of each year by the Health and Safety Sub-committee or by other persons appointed by the Executive Committee. A report on the review, with any proposals to amend this policy, is to be made to the next ordinary meeting of the Executive Committee.

1.2 Statutory Duty of U3A in London

U3A in London will comply with its duty to ensure, as far as is reasonably practicable, in conjunction with WACArts, the health, safety and welfare of all members and visitors to its premises and, in general, to:

- Make its premises safe and without risks to health.
- Ensure plant and machinery are safe and that safe systems of work are set and

followed.

- Ensure articles and substances are moved, stored, and used safely.
- Provide information, instruction, training, and supervision necessary for their health and safety.

In particular U3A in London undertakes to:

- Assess the risks to health and safety of its members and visitors.
- Make arrangements for implementing the health and safety measures identified as necessary by the assessment.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- Appoint someone competent to assist with health and safety responsibilities.
- Set up emergency procedures where this is relevant.
- Provide adequate First Aid facilities.
- Ensure that the workplace satisfies health, safety, and welfare requirements, e.g., for ventilation, temperature, lighting, and sanitation.
- Ensure that equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health.
- Take precautions against danger from electrical equipment.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases and dangerous occurrences to the Health and Safety Executive.
- Prohibit smoking on its premises.

1.3 The Statutory Duty of U3A members

All U3A members have legal duties which include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do.
- To comply with the health and safety obligations set out in this policy.
- Not to interfere with or misuse anything provided for health, safety, and welfare purposes.
- To report at the earliest opportunity injuries, accidents, or dangerous occurrences at work, including those involving the public and participants in activities organized by U3A in London

PART TWO: Organisation of Health and Safety

2.1 Health and Safety Sub-committee

U3A in London's Health and Safety Sub-committee undertakes to provide:

- A broad overview of Health and Safety matters.
- Keep the Health and Safety policy and procedures under review.
- Conduct safety tours of the premises where this is necessary.
- Where appropriate, ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations).
- Take such action as may be required to ensure that U3A in London's responsibilities for Health and Safety are fulfilled.
- Report to the Executive Committee on their performance of these responsibilities.

Contractors working in the building must report any concerns relating to their own safety or suspected unsafe working practices to the appointed Health and Safety officer.

2.2 Safety Inspections

The Health and Safety Sub-committee must carry out 6-monthly inspections of the premises and make a report to the next meeting of the Executive Committee. All necessary actions as a result of the inspection must, where reasonable and practicable, be implemented. This must include an inspection of the Accident and Incidents Book.

2.3 Health and Safety Rules

All members and visitors to U3A in London must exercise ordinary care to avoid accidents in their activities and comply with the following general rules and with any further rules which U3A in London publish from time to time.

2.4 Accident and Incidents Book

Any injury or incident suffered by a member or visitor, however slight, must be recorded in the Accident and Incidents Book which is kept in a locked drawer in the U3A office.

2.5 Fire Precautions

All members must familiarise themselves with fire escape routes and procedures and follow the directions of the U3A in London in relation to fire.

All members who require assistance when evacuating the premises in the event of a fire must complete a Personal Emergency Evacuation Plan (PEEP) questionnaire and a member of the Health and Safety Sub-committee will meet with them to ascertain their specific needs. This information will be stored in a locked filing cabinet in the U3A office.

2.6 Equipment and Appliances

No equipment or appliances may be used other than as provided by or specifically authorised by or on behalf of U3A in London and any directions for their use must be followed precisely.

2.7 Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

2.8 Maintenance

Defective equipment, furniture and structures must be reported to the U3A in London's Office without delay and the Office must inform a member of the Health and Safety Sub-committee

2.9 Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

3.0 Display Screen Equipment

U3A in London recognises its responsibility to ensure the well-being of members who habitually use display screen equipment for a significant part of their normal work. Users are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test and, where appropriate, at U3A in London's expense.

3.1 Alcohol, Drugs and Tobacco

Smoking within the premises and the use of dangerous drugs (except those medically prescribed) on the premises are prohibited at all times. The use of alcohol is only permitted at designated social events and in the wine tasting class and must not be stored on the premises. Smoking is prohibited in all areas of the premises and at all times.

3.2 Contact details of the Health and Safety Executive

HSE Information Services,
Caerphilly Business Park,
Caerphilly CF83 3GG

Tel: 0845 345 0055

Textphone: 0845 408 9577

email: hse.infoline@natbrit.com

PART THREE: Arrangements and Procedures

The Health and Safety Sub-committee, nominated by the Executive Committee, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. The members' names and contact numbers are displayed in the U3A Office.

3.1 First Aid and Accident Reporting

3.1.1 Accidents

- In the event of an injury or illness the U3A office should be notified or, where necessary, call an ambulance directly by dialing 999 and asking for "ambulance".
- All accidents must be reported to a member of the Health and Safety Sub-committee or the Office immediately or as soon as practicable.
- All accidents must be entered on an accident form, available from the U3A Office. The procedures for "notifiable" accidents are shown in Appendix A below and must be followed.
- The Health and Safety Sub-committee will investigate incidents and accidents, writing a detailed report for the U3A's Executive Committee to consider the actions necessary to prevent recurrence.

3.1.2 First Aid

- The current First Aiders for the premises are displayed in the U3A Office
- A First Aid Box is provided in the U3A Office.

3.2 Fire Drills and Evacuation Procedures

All fire drills, fire testing procedures and record keeping is undertaken by WACArts

3.2.1 Fire Drills

- All members must ensure that they know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits, and emergency lighting system will be tested by The WACArts Fire Officer and entered in the logbook provided.
- The WACArts Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the logbook. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

3.2.2 In the event of Fire

- Persons discovering a fire should sound the nearest alarm.
- The first duty is to evacuate all people from the building by the exit stipulated immediately the fire is discovered and in accordance with the instructions displayed in each of the

rooms. Appropriate assistance must be provided to all those who have a PEEPs plan in place.

- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- There are assembly points at the front and rear of the building and their locations are displayed in each classroom
- No-one should leave the assembly point without the permission of a member of staff
- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialing 999 and asking for “Fire”.
- When the Fire Brigade arrives advise whether all persons are accounted for and the location of the fire.

3.3 Bomb Warnings

If you receive a warning, try to find out from the caller:

- The approximate location of the bomb and likely time of detonation
- Whether the police and fire brigade have been notified
- Try to RECORD EXACTLY WHAT IS SAID
- Notify the Police immediately on 999

DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning.

Assemble in the fire assembly points unless the bomb warning implies otherwise.

3.4.1 Cleaning Materials, and High-Risk Areas

- All portable machinery must be switched off and unplugged when not in use.
- Trailing cables are a hazard and must only be used with caution and safety in mind.
- Warning signs must be used where flooring is slippery and / or dangerous.

3.4.2 General

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors and fire exits must not be blocked by furniture or equipment.
- Hazards or suspected hazards or other health and safety matters should be reported to a member of the Health and Safety Committee or the U3A office immediately or as soon as practicable, If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

PART FOUR: Appendices

APPENDIX A – ACCIDENT REPORTING

Accidents to U3A members and visitors

- All accidents which occur on U3A in London's premises **must** be recorded in the Accident and Incidents book and reported to the Health & Safety Sub-committee.

For accidents reportable to the Health & Safety Executive

- If an accident results in incapacity for more than 3 calendar days then complete the online form F2508 with copies to the Chair of the Executive Committee.
- If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify**:

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

and the Chair of the Executive Committee

- **Follow up within seven days** with completed online form F2508 with copies to the Chair of the Executive Committee
- If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.
- If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident to the:

Health & Safety Executive,
Incident Contact Centre,
Caerphilly Business Park,
Caerphilly, CF83 3GG

and to the Chair of the Executive Committee

- Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

1. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed.
- Other specified injuries and conditions:

- The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
- Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact.
- Loss of consciousness resulting from lack of oxygen
- Injury resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

IF IN DOUBT REPORT IT

Appendix B – FIRE PREVENTION CHECKS

WACArts will ensure, in consultation with the Fire Brigade, that:

- The number and width of escape routes provide a ready means of escape from all parts of the premises.
- Emergency lighting is provided and properly maintained.
- The most suitable way of raising an alarm is provided in the event of fire.
- The contents of fire instruction notices?
- The numbers and types of fire extinguishers or other fire-fighting appliances are provided.
- Precautions are taken with any activities involving the use of flammable liquids, naked flames or heating processes.
- The maximum number of people who are allowed to be on the premises at any one time.
- Escape routes and exit doors are clearly sign-posted and marked so that anyone not familiar with the building can quickly see the way out.
- The Fire Equipment is properly looked after.
- The fire extinguishers, hose reels and fire alarm systems (where provided) are regularly maintained by specialist fire engineering firms.
- Staff/duty officers are trained to use this equipment.
- The equipment is kept in its proper position and always clearly visible and unobstructed.
- Outside doors and windows are closed and secured.

U3A is responsible for ensuring that:

- Seating and gangways in the hall/rooms are arranged to allow free and easy access direct to fire exits.
- The exit doors are always unlocked before the start of any session and kept unlocked until the last person leaves.
- Escape routes and exit doors are never allowed to become obstructed or hidden by chairs, stage props, curtains etc.
- Persons requiring a Personal Emergency Evacuation Plan (PEEP) have been identified and arrangements made for their safe evacuation.
- Close-down checks are made at the end of an evening or session to ensure that:
- There are no smoldering fires or cigarettes left burning.

- Heaters and cookers (including the electric urn in the common room) are turned off?
- All electrical apparatus are turned off and unplugged.
- Lights are switched off, and
- Internal doors and windows are closed

U3A in London takes all reasonable steps taken to prevent fires by ensuring that:

- Smoking is prohibited on the premises.
- Heating appliances are fitted with adequate and secure fire guards.
- Where portable heaters are used, they are securely fixed and kept away from combustible materials.
- Precautions are taken to ensure that convector type heaters are not covered with clothes and curtains.
- Temporary extensions or additions to the electrical installation are carried out and checked by a competent electrician,
- Sufficient socket outlets are provided to obviate the need for long trailing flexes.
- Damaged leads are replaced regularly.
- Scenery, decorations and costumes for stage performances are treated to make them flame retardant.
- All parts of U3A in London's premises are kept clear of waste and rubbish, particularly staircases, space under stairs, storerooms, attics and boiler rooms?

Appendix C – HEALTH AND SAFETY INSPECTION

1. Inspection

- A Health and Safety inspection of the building should be undertaken **at least** every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed members of the Health and Safety Sub-committee, should arrange to meet and carry out the inspection.
- This inspection group will need to agree how each question needs to be answered.
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Executive Committee.
- The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response.
- The whole form should be made available to members of the Executive Committee
- The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person(s) should initial the form in the appropriate box.

2. Risk Assessment

- Risk assessments relate to activities within the premises.
- Risk assessments NEED to be carried out in relation to every activity undertaken, whether by members or visitors.
- A risk assessment needs to be carried out whenever a new activity is envisaged.
- Assessments need to be repeated whenever circumstances change, eg
- changes in layout of the premises or as a result of changes necessary for health and safety reasons or as a result of reported accidents/incidents