



Health and Safety Policy

Risk assessments

White Cliffs Country u3a aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of White Cliffs Country u3a groups, monthly meetings and at events.

Insurance

White Cliffs Country 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. The Third Age Trust provides third party liability insurance however extreme sports and high hazard activities may not be covered.

Risk Assessments

White Cliffs Country u3a will ensure the Committee, 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. White Cliffs Country u3a is aware that some venues used for meetings/events may already have their own risk assessment, these will be reviewed and where mitigations identified, ensure they are actioned, e.g. a blocked fire escape. Further information, guidance and templates about risk assessments can be downloaded from the [White Cliffs Country u3a website](#) and [Third Age Trust resources](#).

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Chair of White Cliffs Country 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 White Cliffs Country u3a will ensure those who witnessed the event and were involved complete an incident report form (template available to download from [White Cliffs Country u3a website](#)). This must be completed and shared with those who need to have access to it, including the Chair, and kept on file. It will also be shared with the insurers in the event of an insurance claim.

Lone volunteering

There may be occasions where u3a members may be carrying out activities for White Cliffs Country 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.

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.



Venues

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

u3a	White Cliffs Country Health and Safety Policy		WCC u3a
Version	Description of changes	Date	Author
Version 1	TAT development of new document	16/06/2023	TAT
Drafts 1-2	Edits for White Cliffs Country	15/03/2026	CF/DM
Version 1	Minor formatting for consistency	10/04/2026	CF/DM