

## Tenterden u3a Health and Safety Policy

As Trustees, Tenterden u3a Committee has a duty of care to ensure its u3a members are safe during any activity or meeting.

To fulfil this obligation Tenterden u3a expects the following:

- Anyone organising a Tenterden u3a event or meeting must have regard to the health and safety guidelines indicated in the risk assessment forms which have been drawn up and monitored by the committee.
- Risk assessment checklists for venues, walks and workshops should be completed by the Group Leader or other organiser and kept by such organiser.
- Incident forms should be completed and given to the committee.
- ICE cards, giving each member's chosen contact in the case of emergency, should be carried by participants in events.
- A list of equipment should be maintained and regular visual checks of connecting leads conducted.
- Committee members must be aware of procedures in the event of fire or similar emergency at the monthly meetings, which will be discussed annually at the first committee meeting after the AGM.
- Safety guidelines for all meetings and outings should be explained to members, either by a committee member or by the event organiser. The exits from St Mildred's Hall and the muster point will be explained to members at the September and January monthly meetings.

As mature and responsible adults, each member is responsible for his/her own and others' safety at all times.

### Risk Assessment Forms

Venue Risk Assessment

Venue Checklist (for day of use)

Walk Leader Risk Assessment Checklist

Workshop Activity Risk Assessment Checklist

Risk Assessment for Monthly Meetings

Outdoor Activity Risk Assessment Checklist

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