

HEALTH AND SAFETY PROCEDURE

Purpose

This procedure lists the factors that should be taken into account when organising a Wheathampstead u3a activity. It is not an exhaustive list.

Scope

Home	Groups, committees etc. meeting in a member's home
Venue	Speaker meetings, groups, coffee mornings, social events, committees etc. meeting at a public venue
Outing	Day outing by coach or otherwise, including groups undertaking an outing
Outdoor	Events, including social events and group meetings, taking place outdoors

Considerations

	Home	Venue	Outing	Outdoor
Those present and their basic safety				
Have you taken a register of members in attending?	✓	✓	✓	✓
Have all the participants supplied the details of a person who can be contacted in an emergency, and is this stored securely?	✓	✓	✓	✓
Have members been made aware of any pets?	✓			
Is there enough space and enough seats for everyone?	✓	✓	✓	✓
Are refreshments available to members? (e.g., water, tea)	✓	✓	✓	✓
Is there a first aid box that is regularly kept fully stocked?		✓	✓	✓
Essential considerations				
Have members been reminded to bring items/medication they may need?			✓	✓
Have members been reminded to pack appropriate clothing/footwear/waterproofs for specific activities if appropriate (e.g. walking, swimming)?			✓	✓
Are toilets and hand-washing facilities available?			✓	✓
Have you checked the weather forecast in advance, and is there any danger of severe weather?			✓	✓
Access and the risk of falling				
Are there any trip hazards or anything that might make members slip, trip or fall? e.g. trailing leads, uneven surfaces	✓	✓	✓	✓
Are walkways that members access and all exits kept free from obstruction?	✓	✓		✓
Can everyone access the room?	✓	✓		
Electrical equipment				
Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?	✓			
Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	✓	✓		
Have all cables been inspected to ensure they are intact and safe for use?		✓		
Has the equipment (incl. all power tools) been PAT tested?		✓		
Fire risk				
Is there a working smoke alarm?		✓		
Is there a working carbon monoxide alarm?		✓		
Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?		✓		
Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?		✓		
Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?		✓		
Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm)?		✓		

	Home	Venue	Outing	Outdoor
Relevant only to Workshops involving use of equipment				
Are tools sharp and in good condition? (e.g no damage, splitting of handles)?		✓		
Are electric power tools double insulated?		✓		
Have you completed a visual inspection of leads, connections and wiring and are they in good condition?		✓		
Is the equipment suitably earthed?		✓		
Are there electrical isolation systems in place?		✓		
Is there suitable extraction/ventilation in place appropriate to the machine?		✓		
Are appropriate guards fitted and in good condition?		✓		
Does the material require special precautions in use? (e.g. wearing of PPE?)		✓		
Do members have the following PPE (if required):		✓		
(a) Eye protection (c) Hearing protection (e) Gloves				
(b) Dust mask (d) Safety shoes				
Are there clear safe systems of work and operation guidance posted for the machines, identifying the specific safety cut offs in place, or some instruction available to cover these issues?		✓		
Are precautions in place to prevent or respond to fire?		✓		
Does the activity require special precautions? E.g. removal of jewellery, tying back long hair?		✓		
Travel				
Has the nominated committee member been given a copy of the itinerary, contact details and attendees?			✓	
Have all the participants been given the trip itinerary and details of the travel arrangements?			✓	
Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?			✓	
Outdoor equipment				
How will any gazebo be brought on site, erected and taken down, and is there any risk of it being blown away?				✓
Relevant only if activity involves Walking				
Have you researched the route you will be taking to identify any hazards and/or obstacles?				✓
Have you given members an overview of the walk and the identified hazards/obstacles e.g. stiles, likely boggy areas, etc?				✓
Do members know the length and difficulty of the walk?				✓
Are there suitable crossing places on the road?				✓
Are your attendees aware they must maintain single file on road sections?				✓
Have you notified members of any routes through fields with livestock in?				✓
Are dogs kept on leads in relevant areas (e.g. near livestock)				✓
Are members aware of increased risk of attack by cattle if walking with dogs?				✓
Is there any danger of ticks or bites/stings?				✓
Do you have the correct equipment (e.g. map, compass, etc.)				✓
Do you have emergency contacts for all attendees?				✓
Do you have a charged phone with emergency contact details stored on it?				✓
Does someone know when you are expected back?				✓
Have members been reminded to wear appropriate footwear?				✓
Do you have a back marker to stay in sight and communication with group?				✓
Is there any danger of losing visibility or mobile phone signal?				✓
Have members attendees brought refreshments (such as water)?				✓
Relevant only if activity involves Dancing or other moderate intensity Physical Exercise				
Are any instructors suitably qualified?		✓		
Have the organisers received appropriate instruction on manual handling?		✓		
Have the participants completed a Health Questionnaire? Are they medically fit?		✓		