

Dewsbury & District Third Age

Health & Safety Policy

GENERAL STATEMENT OF INTENT

The Trustees of Dewsbury & District Third Age believe that excellence in the management of health and safety is an essential element within its day-to-day operations.

Our members, volunteers and tutors are the most important asset to this organisation, and therefore we are totally committed to ensuring their health, safety, and welfare at all times.

From an economic point of view, the organisation believes that prevention is not only better, but cheaper than cure.

From a legal perspective, the organisation is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the organisation will strive to go beyond the requirements of legislation.

The society is committed to on-going monitoring and review processes on a regular basis, either annually or when circumstances dictate, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- To provide adequate control of the Health and Safety risks arising from our classes and activities.
- To consult with our members on matters affecting their Health & Safety.
- To provide and maintain safe systems of work and equipment.
- To ensure safe handling and use of hazardous substances.
- To provide information, instruction, and supervision for all members.
- To ensure all tutors and volunteers are competent to do their tasks, and to give them adequate training as appropriate.
- To prevent accidents.
- To maintain safe and healthy working conditions through liaison with venue providers.
- To provide a safe environment for members and visitors that attend our classes and events; and
- To review and revise this policy at regular intervals.

Signed: _____ **Position:** Chairman

Signed: _____ **Position:** Health & Safety Trustee

Date: ____ / ____ / ____

ORGANISATION:

The Trustees of Dewsbury & District Third Age have overall responsibility for health and safety, along with the venue provider.

Day to day responsibility for ensuring the policy is put into practice is delegated to the tutors who are responsible for running their classes.

Duties of Volunteers and Members

All volunteers and members are required to:

- Co-operate with the Trustees / Committee on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to the Class Tutor in the first instance.

Non-compliance with health and safety rules and procedures can result in members being asked to appear before the Committee to explain their actions, and where necessary the committee reserves the right to ask them to leave the organisation where deemed appropriate.

It is expected that participants are fit enough to take part in the activity and that a Risk Assessment may be needed to fulfil Health & Safety requirements. If a participant is dependent on a carer, it is expected that the carer will accompany the participant to the class or activity.

ARRANGEMENTS FOR IMPLEMENTATION

Risk Assessment

It is the aim of the Group to minimise the risk to their members by making them aware of possible hazards associated with their activity or environment and to control them where reasonably practicable.

In accordance with our commitment to the safe running of our classes and activities, the organisation will carry out risk assessments of all actions or omissions that present a risk to its members or other persons directly or indirectly involved, e.g., visitors, audiences. These risk assessments will be carried out in line with HSE and NCVO guidelines, and the procedure for doing so is as follows:

1. Identify the significant hazards in our activities.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are enough, or if more needs to be done.
4. Record the significant findings of the assessment.
5. The committee will review the assessments annually or earlier if things change e.g. if there has been an accident or near miss, or if there is reason to believe that a risk assessment is no longer valid. These will be issued to the tutor before the start of the new Autumn Term. Risk assessments will be retained by the Registrar.

All venues have been assessed for risk and all new venues will be assessed as necessary before they are used for a class. This will normally be carried out by the Venues Secretary in conjunction with the representative of the premises.

The tutor will make the class members aware of the risk assessment at the start of the new term or to any new member joining the group. Tutors to ensure all participants are aware of the location of the first aid box, escape routes, refuge areas and fire exits.

COVID OR OTHER LIFE-THREATENING SITUATIONS

The Group will adhere to Government regulations, guidelines or restrictions imposed by the local authority in respect of any situation that presents a serious threat to the community as a whole and specifically the members of this group. This means that if necessary:

1. The Group will suspend all activities until advised that it is safe to resume.
2. The Group will carry out activities in accordance with the venue risk assessment, observing special requirements such as social distancing, the wearing of PPE or hygiene precautions whilst on the premises. This may mean reducing the size of groups or asking only half the members to attend each week on a rota basis until restrictions are removed.
3. Every member will be asked to take all necessary precautions to ensure that they are deemed fit to attend without posing any threat to any other member.

CONSULTATION WITH MEMBERS

The Group will consult with its members in accordance with our commitment to the safe running of our classes and activities.

Consultation will take place on a class-by-class basis and at the Annual General Meeting.

SAFE USE OF EQUIPMENT & MATERIALS

The organisation will ensure that all equipment and materials are suitable and without risks to health and safety and will liaise with the owners of venues where a problem is identified with equipment belonging to the venue.

ALL portable electrical equipment belonging to the organisation or personal equipment used in classes by members will be PAT tested annually in accordance with the Electricity at Work Regulations 1989, e.g., sewing machines, irons, projectors, and sound systems etc.

SAFE HANDLING AND USE OF POTENTIALLY HAZARDOUS SUBSTANCES

The Group will assess and control health risks from exposure to hazardous substances where applicable.

Responsibility for identifying all hazardous substances that need assessing is initially the tutor in consultation with the Registrar. Approval for the required action to remove or control risks will be given by the Committee.

ACCIDENTS & FIRST AID

Members will be asked for emergency contacts when they enrol at the beginning of each year, so that in the event of an incident that requires urgent contact, it can be dealt with speedily.

Tutors should:

- Familiarise themselves with the location of any First Aid Equipment at each venue.
- Ensure that the venue's Accident Book is completed for minor accidents and injuries arising during an activity, such as cuts or bruising, and that do not result in the injured person being taken to hospital. Where the book is not readily available, a brief description of the incident along with the injured parties' details should be made to be passed on to the owner of the premises. The details will be shown on the front of the Tutor's handbook.
- Tutors will ask if there are any First Aiders in the group who are willing to act if the need arises. The Committee will continually explore possible First Aid training for those willing to take on the role.

In the case of a more serious injury or incident, requiring professional medical attention, a more in-depth investigation will be required. The procedure for such an investigation is as follows:

- Care for the injured person(s) including contacting emergency services where necessary.
- Control hazards / secure accident site, if safe to do so.
- Investigate promptly and produce a full accident / incident report provided by the Third Age and notify the Chairperson / Safety Officer immediately.
- Notify any legal authorities if required.

MONITORING

Any accident or incident reported to the Chairperson / Safety Officer will be reviewed by the Committee to ensure that appropriate action is taken, either by the Group or by the owner / person responsible for the venue and the risk assessment will be re-evaluated.

EMERGENCY PROCEDURES – Fire and Evacuation

The Venue Co-ordinator will liaise with the responsible person of each venue to ensure that a fire risk assessment and emergency plan is in place for all locations used for classes.

Tutors should:

- Familiarise themselves with the fire procedures of the location.
- Familiarise themselves with the alarm system – where the alarm points are located and how to activate them.
- Ensure that they are aware of every fire evacuation point / fire door.
- Ensure they are aware of the assembly point.
- Make class members aware of the fire regulations and procedures for evacuation.
- Make location staff aware of any persons with a disability who may need extra support.
- Make the Registrar aware that a member of the class is disabled so that an individual risk assessment can be carried out for that person.
- Where classes take place on a floor above or below ground level, make the class members aware that the lift should NOT be used in the event of a fire.
- Nominate two class members to assist in the case of an emergency.

In the event of a fire, tutors should:

- Ensure they take the completed register out with them as a check of class members.
- Promote an orderly, calm manner of evacuation led by one nominated assistant with the second assistant ensuring windows and doors are closed on exit.
- Check room and toilets to make sure that no-one has been left behind.
- Ensure their own safety.

THE SAFETY OF OUR MEMBERS IS PARAMOUNT AND ANY INSTRUCTIONS GIVEN BY THE VENUE STAFF OR FIRE SERVICE SHOULD BE ACTED UPON IMMEDIATELY.

VISITORS

Classes are usually closed to members of the public, unless by special arrangement. Visitors to classes such as guest speakers or members from other classes, should be noted on the fire register and treated as members of the group for the purposes of fire evacuation.

Review

In line with all Dewsbury & District Third Age policies, this policy will be reviewed annually or when the situation dictates.

This policy should be read in conjunction with the Complaints, Equality & Diversity, Safeguarding and Volunteer Policies.

September 2019
Revised March 2021