



## Health and Safety Policy

The Committee of Ferndown and District U3A has agreed this policy on Health and Safety, which is based on advice from the Third Age Trust.

Members of the Committee are responsible for monitoring and overseeing the implementation of the policy. The Committee has the ultimate responsibility for ensuring that members adhere to this policy and to keep up to date with any new legal requirements as they come into force.

It is equally the duty of every member, to exercise responsibility and to take reasonable care of their own health and safety and that of any other person who may be affected by their actions or omissions (HSW Act 1974 Section 7). Members are expected to do everything possible to prevent hazards and injury to themselves and others when engaged in U3A activities. Group leaders have an important role to play in this regard, and we ask that all leaders review what information your students need. This should include procedures for using special materials or equipment, as well as more general reminders about the location of fire exits, for example.

It is the policy of Ferndown and District U3A to arrange meetings in an environment for all members that is as healthy and as safe as may be considered reasonably practicable. Ferndown District U3A will:

- Book suitable premises for meetings and events;
- ensure that any equipment provided is safe and that instructions/training are given on the use of any equipment being used;
- supply information so that members at U3A events and meetings are aware of the evacuation procedures in the event of a fire or other emergency situation.

Importantly, no-one is expected to make expensive changes to their own homes or equipment, but to be aware, and, where it's not practicable to remove the risk, make group members aware, of possible risks that exist. Group leaders are assumed to run their groups in good faith, unless they behave recklessly, and group members are responsible for their own participation at all times.

Risk Assessment checklists for Venues, Walks, Workshop Activity and Electrical Testing have been produced by U3A Trust. Copies are available from the Committee or from the web. The Checklists also help to make us aware of possible risks, but 'Common sense' is the key phrase.

The Group Leader must maintain a register of attendees and acquaint themselves with the Fire Policy Procedures of the premises which are being used, such as:

- Identify all Fire Exits and the outside Assembly Points
- Ensure that means of escape are known to all members and clear of any obstructions
- Ensure that personal baggage, cables etc. are tidied away and spillages are cleared immediately to avoid slips and trips.

In the event of an evacuation, Group Leaders must take the register with them to

- ensure that all people have left the building
- inform the emergency services if anyone is unaccounted for or still inside

Group Leaders or persons leading an outdoor activity also need to:

- ensure members are equipped with appropriate clothing, footwear etc. for the activity undertaken
- identify hazards and recommend measures to reduce or eliminate them
- reconnoitre walks etc. in advance and warn members of potential hazards
- If necessary, take responsibility to modify or cancel activity, according to conditions (e.g. floods, heat wave, underfoot, vegetation, cattle) at the time
- Ensure a responsible person is identified as co-leader / deputy to take over activity in event of emergency

National office indemnifies all U3A members against all sums you could become legally liable to pay as a result of

- Accidental injury to or death of any person.
- Accidental loss or damage to material property not belonging to you, which arises or is caused in connection with the 'business' of U3As.

A summary of the insurance cover is available from the Committee or the web.

All accidents, injuries and illness at U3A meetings or events should be reported to a member of the Committee, in the first instance. A written record shall be kept by the person witnessing the accident and a copy given to the group leader concerned, who should then complete an accident report form and give a copy to the U3A Secretary.

The Committee is aware that Members are mature and responsible people and that the provisions of this policy are almost certainly being followed as a matter of routine. It therefore simply records the need for constant safety awareness and care by all its members and assumes their routine compliance in the context of mutual regard and insured risk.

## **Health & Safety Policy Addition**

### **Food Preparation**

It is paramount that health & safety is not compromised. There are checks to be made prior to the sessions to ensure the facilities are acceptable for the proposed course, including facilities for rubbish, washing, cleaning and first aid. It is recommended that anyone delivering cooking work has a minimum Level 2 Food Hygiene Certificate.

### **Food Hygiene :**

Good food hygiene procedures are essential for the safe handling of food. It is important procedures are followed to prevent the spread and growth of harmful bacteria that can cause food poisoning. You must act responsibly to make sure that whilst handling food, everything is done to make sure that the food you prepare is safe to eat.

There are four main defences against the growth and spread of bacteria:

- Clean food areas and maintain good standards of personal hygiene
- Cook foods thoroughly
- Keep foods at the right temperature

- Prevent cross-contamination

Food Hygiene internet information

(<https://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/safetyfirst.pdf>).

### **Special dietary requirements, food allergies and illness:**

We are unable to change the content of a class to meet the needs of specific allergies or dietary requirements.

It is important that the leader and members consider their fitness to attend. If either a leader or member of the group is suffering from or carrying an illness or disease that could cause a problem with food safety they should not deliver or attend a cooking course. They should not handle food until they have had no symptoms for 48 hours. People suffering from diarrhoea and / or vomiting often carry harmful bacteria on their hands and can spread bacteria and viruses to the food and equipment that they touch.

### **Basic Food Hygiene and Kitchen Rules:**

The following kitchen rules outline responsibilities whilst the cookery sessions are in progress.

- Long hair must be tied back
- Cuts need to be covered with waterproof dressings (preferably blue). An apron must be worn, and clothes must be free from hanging sleeves
- Do not cough or sneeze over food and wash hands after touching the mouth or nose
- Any spillages must be dealt with immediately
- Always practise safe knife skills
- Work safely around the cooker and hot surfaces
- Do not handle food if you are unwell. People who are unwell can spread bacteria and viruses to food.
- Keep uncooked meat, poultry and fish away from cooked or raw foods (best to store at bottom of the fridge).
- Use a separate chopping board/s for uncooked meat, poultry and fish
- Wipe surface with detergent and wash hands before moving from preparation of raw foods to cooked foods or to foods not being cooked.
- Also clean surface with detergent and wash hands before moving from cooked meat, poultry or fish to baked dishes, cold meat, pastries, desserts, dairy etc.
- Freezer should be below -18C. Fridge below 5C..
- Danger zone which allows bacteria to grow fastest: 8C—63C. At ultimate temp of 37C bacteria double every 10—20 minutes.
- Reheat food to at least 75C. Where possible use a temperature probe.
- Foods needing particular care – uncooked meat, poultry, fish and especially shellfish, eggs.
- Cool and refrigerate cooked food as quickly as possible
- Never leave uncovered food out on the work surface.
- Do not reheat rice. Rice contains toxins which multiply when cooled, which are not killed by repeat heating.
- Keep all preparation areas clean and wash any dishcloths, t-towels or towels regularly on a hot wash.
- You are welcome to try your own food. Disposal facilities will be made available in the class location.
- **Nothing is more important than hand washing!**

## FERNDOWN U3A – ACCIDENT REPORT FORM

Name & Address of Member:

Date of accident:

Time of accident:

Location:

Details & nature of accident & circumstances:

Injury details / Property damage:

Name, address & telephone number of any witnesses:

Action taken:

Was any specialised assistance required at the scene? If so give details:

Was Medical advice sought afterwards? If so give details:

Signed:

(Group Leader)

Telephone Number:

Date: