

## Fu3a 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.

### Insurance

Fu3a is covered by the insurance provided by The Third Age Trust.

- 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.

Further details about the insurance cover can be accessed on the Fu3a website. The Third Age Trust provides third party liability insurance however extreme sports and high hazard activities may not be covered. Please check before running an activity.

### Risk Assessments

Fu3a will ensure the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment. These will be used to identify any risks and explore how they could be mitigated. Fu3a is aware that some venues used for meetings/events may already have their own risk assessment, these should be reviewed and where mitigations identified, ensure they are actioned. E.g. a venue may state that no more than 5 chairs should be stacked together and nothing placed in the way of fire escapes. Where relevant, clear instructions and guidance should be provided to anyone who requires it. Fu3a Risk assessments are on our website.

### Responding to accidents/incidents and dealing with emergencies

All accidents, injuries and illness at Fu3a meetings or events should be reported to the Chair and Health & Safety Officer of Fu3a as soon as appropriate. Where a u3a member is involved in an accident or incident whilst taking part in a u3a event Fu3a will ensure those who witnessed the event and were involved complete an incident report a copy of which is available on our website. This must be completed and shared with those

who need to have access to it, including the Committee Chair and kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

## Lone volunteering

There may be occasions where Fu3a members may be carrying out activities for Fu3a on their own. For example, opening a venue for a meeting, setting up for a meeting etc. Where this occurs the Fu3a member should ensure someone else knows where they are and when they should be expected back. The Fu3a member should also know who to contact in the event of an incident or accident and ensure they have, for example, their mobile phone with them and avoid activities at height e.g. using a ladder.

## Manual handling

All Fu3a 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

It is the policy of Ferndown U3A to arrange meetings in an environment for all members that is as healthy and as safe as may be considered reasonably practicable. FU3A 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 Fu3a events and meetings are aware of the evacuation procedures in the event of a fire or other emergency situation.
- Where Fu3a uses external venues who have their own policies and procedures and risk assessments Fu3a 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 Fu3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

## Home groups

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.

## Group Leaders

Group leaders 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

- On exiting 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.

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.***

## Related documentation

The following documents are available on the Fu3a website [www.ferndownu3a.co.uk](http://www.ferndownu3a.co.uk)

- Risk assessments for specific groups.
- Safeguarding Policy
- Insurance Cover Note
- Accident reporting form

## Adoption and Review

<b>u3a</b>	<b>Fu3a Health and Safety Policy</b>	
<b>Version</b>	<b>Description of changes</b>	<b>Date</b>
1.0	Development of new document	16/06/2023
2.0	Added food hygiene	12/08/2024
2.0	Reviewed no changes	11/09/2025