

Report to Management Committee by the Health and Safety Working Party

This report is the considered findings of the Working Party addressing the Health and Safety arrangements of the U3A. It is provided to the Management Committee for action as appropriate.

At the meeting on 18th July 2017 the Committee agreed that a more coherent system for Health and Safety should be put in place. Deirdre Slater agreed to lead a Working Party to undertake a review and report back to the Committee. Members of the Working Party are shown in Appendix 1

The scope of the Working Party is restricted to the consideration of the arrangements in place for protecting the health and safety of U3A members from the risks arising from the use of the premises provided for authorised U3A activities, but excluding domestic premises e.g. members' homes and premises subject to licensing regulations – see Appendix 2.

The aim is to review the existing policies, organisational activities and practical measures taken to ensure, as far as is reasonably practical, the health and safety of U3A members taking part in authorised activities in the premises provided for those activities and to make proposals for improvement. Reference was made to policies of other U3A's, the resources available from Third Age Trust and the recently updated Group Leaders' Handbook.

The recommendations of the Working Party are as follows:

- premises should be inspected before a venue is selected for an activity to confirm the safety and suitability;
- all premises in use should be inspected regularly, annually may be appropriate;
- the inspections should be in a recorded form and the records retained for 3 years;
- liaise with the body that controls the premises and holds any statutory duties imposed by regulation;
- a Premises Safety Checklist has been drafted to facilitate these checks and is included as Appendices 3 and 4;
- a Health and Safety policy should be issued and all members should be made aware of this. A policy has been drafted and is included as Appendix 5;
- the Group Leaders' Handbook should be amended. Notes of suggested amendments are shown in Appendix 6

Other issues arose which may be considered:

- First Aid kits – whilst these should be accessible at all premises and should be kept well stocked we know from experience that this is not always the case. We suggest that each Group Leader should be provided with a personal First Aid kit. The estimated cost would be approximately £350.
- Emergency Exit from Aughton Room at Scout & Guide HQ – we recommend that the proposal to apply markings to the car park outside the exit to deter parking should be progressed. We have not obtained costings at this stage.

We believe we have provided the Management Committee with a practical framework to enable Health and Safety matters to be taken forward.

3 January 2018

Appendix 1

Health and Safety Working Party

Previous Experience

XXXXXXXXXX	Facilities and Health and Safety Manager
XXXXXXXXXX	Safety Practitioner
XXXXXXXXXX	Health and Safety Executive Enforcement Officer
XXXXXXXXXX	Training and Development Manager
XXXXXXXXXX	Joint responsibility for H&S for Aughton Village Hall

NB Names redacted for privacy and security reasons

Appendix 2

Premises used by U3A

Premises	Address
Aughton Village Hall	Winifred Lane Aughton L39 5DH
Christ Church Ministry Centre	Long Lane, Aughton, Ormskirk L39 5AS
Christ Church	1 Long Lane, Aughton, Ormskirk L39 5AS
Haskayne Village Hall	109 School Lane, Haskayne, Nr. Ormskirk, L39 7JE
Lydiat Parish Church	Small Activity Room, 288 Southport Road, Lydiat, L31 4EQ
Scarisbrick Village Hall	Smithy Lane, Scarisbrick, Ormskirk, L40 8HH
Scout & Guide HQ	Long Lane Aughton, Ormskirk L39 6WY
The Civic	Southport Rd, Ormskirk L39 1LN
The Guide Hut	Green Lane Ormskirk L39 1ND
West Lancs. Wellbeing Centre	Moorgate. Ormskirk. L39 4RY

Not covered by review

Burscough Sports Centre

The Aughton Institute

Dog and Gun

12 Moss Bank Aughton
French Conversation

Mossock Hall Golf Club

Town Green Tennis Club

Members houses
Philately and Numismatics

Hurlston Hall

Appendix 3

AUGHTON AND ORMSKIRK U3A

PREMISES SAFETY CHECKLIST

Part 1, To be completed by U3A nominated person prior to first use of the premises and at regular set intervals.

The checklist is not intended to replace a risk assessment that is, and always remains, the responsibility of the persons who control the premises.

The checklist does not apply to domestic premises, where groups meet in private homes.

VENUE DETAILS

Name of Venue	
Address and Postcode	
Checklist completed by;	Name and Date.
When must the premises be checked again?	Insert Date.
Groups using the premises.	Attach list if required.
Contact Name and Number.	

CHECKLIST Part 1.

IF THERE IS A “NO” answer any action taken must be noted in the comments section, or a note that the conditions are acceptable for the proposed U3A use inserted.

CONDITIONS AT THE PREMISES	YES	NO
Is the access suitable for the group attending the activity?		
Is wheelchair access available?		
Is the approach and entrance free of trip hazards?		
Is there adequate means of escape available in case of emergency, without the use of keys or other devices? Are Security bolts and locks removed/opened when occupied?		
Are there appropriate exit signs?		
Is there a working fire alarm, or other warning system? (See notes below)		
Is their emergency lighting if required (e.g. after dark use)? (See notes below)		
Is there a designated assembly point, where is it?		
Is there an emergency procedure, are notices provided?		
Can U3A attendees safely lay out and restack tables and seating and equipment?		
If food is to be provided, is the preparation area clean, hygienic, and adequate?		
Does electrical equipment appear to be in good repair and maintained?		
Are toilet facilities for able bodied and disabled adequate and accessible, with supplies?		
Has U3A equipment being brought on the premises been checked for safety?		
Is a first aid kit available with adequate contents?		
Is an Accident Record Book available?		
Is the venue large enough for the expected numbers? (See notes below)		
Are the premises controlled by regulations? E.g. Licensing Act. Places of Assembly rules.		
Are fire extinguishers provided and unobstructed?		
Any other comments.		
<p><i>Notes. Emergency/fire alarm can be anything that can be heard throughout the premises. A small red or green LED in the light fittings can identify emergency lighting. The capacity of a room is a matter judgement; it may be set by the formal Risk Assessment.</i></p>		

Information and instructions for part 1.

The health, safety and welfare of our members while using other's premises should be checked before activities take place, (this does not include private houses used by members at the invitation of the householder).

Before initial use of any premises, and at regular set intervals (annually may be appropriate), the basic arrangements as set out in the checklist "PREMISES SAFETY CHECKLIST" should be checked and recorded on the form.

The completed forms, paper or electronic, should be retained for three years.

The Management Committee should arrange for the completion of Part 1 of the checklist and seek advice or assistance from the person who controls the premises if the arrangements appear to be below a reasonable standard. Minor shortcomings should be notified to the person in control of the premises.

A copy of the checklist should be kept by the leader of the group, available to group members and on the U3A website.

Any member who believes that the conditions at a venue constitute an immediate and substantial risk to the safety or health of attendees should vacate the premises and inform the person who controls the premises if possible, and contact a Management Committee member. Non-urgent matters should be notified to the person in control of the premises.

NOTE;

The premises may be subject to statutory requirements for risk assessment under various regulations, the duty of statutory risk assessment remains with the persons who control the premises never with U3A.

Detailed guidance on "Fire Risk Assessment in Small and Medium places of Assembly" is available at WWW.gov.uk.

Appendix 4

Premises check list Part 2

Items to be checked at each use by Group Leaders *
Emergency exits unlocked and unobstructed, security bolts and locks open or removed.
Fire extinguishers in place and unobstructed.
Toilets available and clean, with supplies.
First aid kit available.
Kitchen clean.
Electrical equipment in good condition and undamaged.
Area free of trip hazards.
Telephone available to call the emergency services if required.

***No record is required as these are routine and basic precautions.**

Proposed Health and Safety Policy

1. General Policy Statement

It is the policy of Aughton & Ormskirk U3A (U3A) to arrange meetings, events and activities in ways, and in environments, that are as safe as is reasonably practicable.

2. Organisational Arrangements

2(1) General Arrangements

U3A will:

- ensure that premises provided for group activities are, so far as is reasonably practicable, safe, healthy and suitable for the activity;
- ensure that any equipment provided is safe and without risks to health, and that instruction/training is given on its use if required;
- ensure that members at U3A meetings and events are made aware of the evacuation procedures in the event of fire or other emergency situation;

2(2) Management Committee

The Management Committee will oversee the implementation of the above Policy and will regularly monitor and review its operation. It will also ensure that the Policy and the Organisational arrangements for its implementation are kept up to date, especially in the light of new information about Health and Safety risks or new legal requirements.

2(3) Group Leaders

Group Leaders should implement this Policy as it relates to their group and activities when planning and carrying out the activities they lead. To this end they should have regard to the guidance given in the Group Leaders Handbook.

2(4) U3A Members

Every member should take reasonable care of their own health and safety and that of any person affected by their actions or omissions. In particular, members should follow the advice and instructions given by the Group Leader about minimising Health and Safety risks during the group's activities.

If conditions at any premises are considered to be an immediate hazard to persons the members will leave the premises and if practicable inform the persons who control the premises of the hazardous conditions.

3. Selection and Approval of Premises.

Before any premises are approved for use by any U3A group the Management Committee will arrange for a check to be made to confirm the safety and suitability of the premises. The check will be in a recorded form and the record retained for 3 years.

All premises used by U3A groups will be regularly checked by U3A, liaising with the body that controls the premises and holds any statutory duties imposed by regulation.

The checks by U3A are not intended to be a formal risk assessment required by any regulation. None of the above arrangements will apply to members private homes used for U3A activities.

Appendix 6

Suggested amendments to Group Leaders' Handbook.

Section 7 Running the Group

Aughton and Ormskirk U3A's Health and Safety Policy (Appendix?) acknowledges that Group Leaders have a key role to play in ensuring the health and safety of members when planning and running the activities they lead - see below in Section 12.

Section 12. Health and Safety

12 (1) First use of premises

Before initial use of any premises, and at regular set intervals (annually may be appropriate), the basic arrangements as set out in the checklist "PREMISES SAFETY CHECKLIST" should be checked and recorded on the form.

The completed forms, paper or electronic, should be retained for three years.

The Management Committee will arrange for the completion of Part 1 of the checklist and seek advice or assistance from the person who controls the premises if the arrangements appear to be below a reasonable standard. Minor shortcomings should be notified to the person in control of the premises.

A copy of the checklist will be given to Group Leaders, will be available to group members and on the U3A website.

12 (2) Regular use of premises

The health, safety and welfare of our members while using other's premises should be checked before activities take place, (this does not include private houses used by members at the invitation of the householder).

The arrangements set out in part 2 of the checklist should be checked at each use, no record is required as these are routine and basic precautions.

Any member who believes that the conditions at a venue constitute an immediate and substantial risk to the safety or health of attendees should vacate the premises and inform the person who controls the premises if possible, and contact a Management Committee member. Non-urgent matters should be notified to the person in control of the premises.

Section 14 Accidents

The scope of this section should be broadened to include incidents and near misses.

The form should be renamed Incident Report.

The Incident Report should be copied to the Secretary who will monitor trends and will notify the person in control of the premises.

The forms should be kept for 3 years.

Re final 2 paragraphs:

Defibrillators - delete "and operation"

Add – "Where a defibrillator is not installed at the premises Group Leaders should familiarise themselves with the location of the nearest one.

Third Age Trust Health and Safety statement – change to "Our Health and Safety Policy is shown in Appendix (...)"