

## **Aylesbury Vale University of the Third Age**

### **Health and Safety Policy Statement**

For the use of the Quarrendon and Meadowcroft Community Centre at the time of Monthly Meetings of the University of the Third Age (hereafter known as the U3A).

#### Aim

To ensure a safe environment for U3A Members at the time of monthly meetings held in the Quarrendon and Meadowcroft Community Centre.

#### Conditions

1. Compliance with this policy is a condition of attendance at all U3A meetings held in the Quarrendon and Meadowcroft Community Centre.
2. This policy is to be treated as an adjunct to the Health and Safety Policy in place for public use of the Quarrendon and Meadowcroft Community Centre.
3. The Committee of the Meadowcroft U3A shall be responsible to ensure that all members understand the requirements of this policy: And that all persons entering the Hall for the purpose of attending U3A Monthly Meetings comply.
4. Any incident giving rise to personal injury, damage to property, equipment or the fabric of the building, shall be reported to a Committee Member at the time of incident or at the earliest opportunity.
5. Incidents reported to the Committee shall be minuted, discussed, and investigated at the following Committee Meeting. A suitable resolution to the root cause of the incident shall be identified and minuted.
6. Dependant on severity, the incident and resolution shall be announced at the following Monthly Meeting.

#### Main hazards identified

1. Fire
2. Slips, Trips and Falls
3. Manual Handling
4. Electric Shock
5. Personal Injury or Manifestation of Medical Condition

## Precautions to be observed

### **FIRE**

1. Any person having limited mobility or knowingly requiring assistance with gaining access or egress should ensure they have a suitable partner or make their requirement apparent on signing in on arrival at the meeting(s).
2. All aisles, gangways, and approaches to all entrances and exits of the Hall shall be kept clear at ALL times.
3. Entrances and exits of the Hall shall be unobstructed at ALL times.
4. Seating rows shall be arranged such that no person shall negotiate more than seven chairs to gain access to an aisle or gangway.
5. Members of the Committee shall be considered to be Fire Marshals at the time of any incident or practice drill.
6. Any person discovering or witnessing a fire of any magnitude shall raise the alarm; either by the mechanical/electrical system, or by shouting "FIRE".
7. If the Fire Alarm is raised for any purpose (including practice drill) all persons shall vacate the premises in an orderly fashion by the nearest available exit and assemble at the designated Assembly Point. Proceed at a brisk walking pace: DO NOT RUN unless prevailing circumstances dictate.
8. Fire Marshals shall deploy at exits and strategic positions to assist with and ensure prompt evacuation.
9. The Marshal deployed at the rear right hand exit from the Hall shall ensure that the security catch to the outer door is released at the soonest possibility.
10. A Marshal shall check all secondary rooms, kitchen and toilet areas.
11. In the event of an incident, the Hall Manager shall ensure that the Emergency Services are alerted.

### **SLIPS, TRIPS, AND FALLS**

1. Aisles and Gangways shall be clearly de-marked and kept free of ALL OBSTACLES AND PROJECTIONS.
2. All loose items of equipment and ancillaries shall be marshalled into a suitable area off of the route to any exit or service area.
3. Temporary wiring eg to speakers or projection equipment etc shall be suitably secured to the floor or walls using recognised 'hazard warning' tape so as to ensure that it DOES NOT PRESENT A TRIP HAZARD.
4. Any spilled liquid or substance shall be cleared up immediately. NB if this is impractical, the person nearest should warn others of the potential hazard.
5. To minimise risk of spillage (and scalding), a simple 'one way system' shall be observed at the time of the interval to ensure that persons carrying hot drinks shall avoid collision with others or equipment.
6. Drinks should not be left unattended.

## **MANUAL HANDLING**

1. Lifting and moving of equipment will always be done by members of the Committee and Recognised Associated persons.
2. Any such person shall consider any item prior to lifting to ensure that a) they can comfortably manage the size and/or weight of the object; and b) that by lifting or manoeuvring, no part of their body becomes trapped or crushed by the object.
3. General attendees of the meeting SHALL NOT ATTEMPT TO LIFT ANY ITEM relevant to conducting the meeting.
4. In any event, NO PERSON SHALL LIFT ANY ITEM THAT IS BEYOND THEIR COMFORTABLE ABILITY.
5. Follow the ruling 'IF IN DOUBT, DON'T'.

## **ELECTRIC SHOCK**

1. General attendees of the meeting SHALL NOT TOUCH ANY ITEM OF ELECTRICAL EQUIPMENT used to conduct the meeting.
2. The Hall Manager shall ensure that all items of electrical equipment used at the meeting are in good condition, and have current Portable (Electrical) Appliance Test (PAT) certification. Non PAT tested items may be used ONLY at the discretion of and under the control of The Hall Manager.
3. Items of electrical equipment which are suspect in nature or have frayed wiring SHALL NOT BE USED UNDER ANY CIRCUMSTANCES.

## **PERSONAL INJURY or MANIFESTATION of MEDICAL CONDITION**

1. Any member of the Committee, or Study Group, or General Membership, having a recognised qualification in First Aid, shall be identified or make themselves available for response as necessary during meetings.
2. The location of a suitable First Aid Kit shall be identified.
3. Any person who sustains any personal injury during attendance of any Monthly Meeting, shall inform a member of the Committee who shall ensure that appropriate action is taken.
4. If any injury or manifestation of medical condition gives cause for concern, a Committee Member shall ensure that the emergency services are summoned immediately.

Roland Scroggs, Hall Manager.  
7th February 2018