

# HEALTH & SAFETY POLICY

**Adopted on: 26 March, 2019**

**Review Date: 26 March, 2020**



## INTRODUCTION

Although The Health and Safety at Work Act 1974 does not generally apply to our U3A (subject to limited exceptions such as where a U3A member is in control of non-domestic premises) Common Law does!!! Under the Common Law, voluntary organisations and individual members have a duty of care to each other and others who may be affected by their activities.

**Whilst it is the duty of every organisation to take care of the health and safety of its members, those members also bear responsibility for their own actions irrespective of whether they are deliberate or accidental. Additionally, there are legal requirements which have to be followed.**

We want members to be as safe as possible at all times. Where something goes wrong, individuals may take legal action using the civil law if they are injured as a result of another person's negligence. The consequences potentially resulting from legal action claiming negligence can be financially crippling. For these reasons Maghull and Lydiate U3A has reviewed its existing documentation on health and safety. In doing so it has drawn on material from various sources.

This information is being made available to all members not just interest group leaders. It applies particularly to groups that meet in Public Places, but there are some sections which refer to groups which meet in Private Homes, please refer to **Appendix C – Useful Information** for further details.

**Group leaders are requested to familiarise themselves with the contents of this policy document and to ensure that interest group members are encouraged to do so too.**

Occasional updates will be necessary and these will be issued as and when they are published. An up to date version of the policy will always be on the both notice board at MBC and also our website at [www.maghullandlydiateu3a.org.uk](http://www.maghullandlydiateu3a.org.uk)

## POLICY STATEMENT

Maghull and Lydiate U3A recognises and accepts its health and safety duties for providing a safe and healthy environment, as far as is reasonably practicable, for all members and visitors to its Coffee Morning and Interest Groups under Common Law duties of care.

It is the policy of Maghull and Lydiate U3A to promote the health and safety of all of our U3A members and occasional visitors who participate in U3A activities.

### Individual Members

Individual Members also have duty of care, they include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the U3A on matters of health and safety;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences, including those involving the public and participants in U3A activities.

All members must exercise ordinary care to avoid accidents in their activities and comply with the following general guidance and with any further guidance which the U3A may publish from time to time.

**This document is intended to be indicative rather than prescriptive, and to serve as a reminder to groups/members, of the kind of safety issues they need to be alert to and make known to all participating members. Although this document is intended to be indicative it does not reduce members' duty of care regarding health and safety. It is also intended to support leaders in ensuring members understand their own duty of care responsibilities as noted under "Individual Members" above. Further guidance is provided in the attached Appendices.**

### Fire Precautions

All members must familiarise themselves with fire escape routes and procedures and follow the directions of the U3A in relation to fire.

### Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the U3A and any directions for the use of such must be followed precisely.

### Accident Forms

The form, once completed, must be kept secure, a copy **must** be sent to the Secretary who will notify all committee members. Any injury suffered by a member or visitor in the course of U3A activities, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the U3A.

## ADDITIONAL NOTES

**Fire evacuation procedures:** The person responsible for booking accommodation in a hired premises will obtain a set of the evacuation procedures for the premises they use and a note of the contact details for the relevant link person in their venue. Leaders should familiarise themselves with these procedures, either at the venue or via the booking person, please refer to Appendix A - Fire Evacuation Procedures in Hired Accommodation.

**Insurance:** Insurance cover for U3A activities is an important but complex subject. One of the advantages of membership of the national U3A movement is the public liability cover arranged through the Third Age Trust, brief details of all insurances provided via the U3A are available in Appendix B. **The Third Age Trust and Maghull & Lydiate U3A DO NOT provide Personal Accident Cover, Loss or Damage to Personal Property in the control of the insured or Personal Travel Insurance. All Members are strongly advised to ensure they have adequate cover for those areas not covered by U3A insurance.** It is not always easy to interpret the detail of the cover, and we have on occasion sought clarification from the Trust. If you have any questions concerning insurance matters please refer them to a committee member, preferably in writing.

**Outdoor and Physical Activities:** The U3A has a number of groups engaging in outdoor activities. These range enormously in what they do and no one health and safety document can do justice to their variety. We have therefore left specific guidance to the discretion of group leaders. Most groups have devised and adopted their own safety policies. We have decided against requiring participants to sign a disclaimer, as is the practice in some U3A's, as it is not clear that it would be legally binding – particularly if negligence can be proven. This emphasises the need for group leaders to take all necessary steps to safeguard.

**ARE THERE ANY GAPS?** There may be health and safety issues which are not covered here. If so, and you have a concern that they are addressed, please contact a Committee Member.

---

***SOURCES OF INFORMATION:***

**Perth U3A:** <https://www.u3asites.org.uk/perth/home>

**The Third Age Trust:** <https://www.u3a.org.uk>

**The London Borough of Havering:** <https://www.havering.gov.uk>

**Health and Safety Executive:** <http://www.hse.gov.uk>



## **APPENDICES**

**Appendix A - Fire Evacuation Procedures in Hired Accommodation**

**Appendix B - Brief Overview of the Insurance Policies provided by  
The Third Age Trust for U3A's**

**Appendix C – Useful Information**

**Appendix D - Incident Reporting**

**Appendix E - In-Service Inspection and Testing of Electrical Equipment**

**Appendix F - Walking Groups**

## **Appendix A - Fire Evacuation Procedures in Hired Accommodation**

It is the responsibility of the Group Leader to be fully informed of Fire Evacuation Procedures for the venue in which the group is meeting.

It is the Group Leader's responsibility to ensure that members understand the required action in the event of a fire alarm and/or fire.

The Group Leader may decide that this requires a rehearsal of the procedure.

The U3A Committee recommend that group members are reminded of the procedures as often as the Group Leader deems necessary but at least twice a year – e.g. at the first meeting following a summer break and at the first meeting following the Christmas break.

It is important to recognise that in some venues the U3A group may be the only occupants of the building at the time.

**In order to ensure safe evacuation, when practicable, a record of members attending is kept at each meeting.**

### **The Following Advice Is Given To Group Leaders.**

1. When necessary make contact with an officer for the venue. Contact details are available from the Booking Secretary.
2. Determine the Fire Evacuation Procedures or any changes to them.
3. Some venues have detailed written Evacuation Procedures.
4. In the event of there being no written procedures the Committee advise that the Group Leader rehearses evacuation with an officer in charge or the letting agency.
5. This will include familiarisation with: **a.** evacuation routes; **b.** assembly points; **c.** alarm systems.
6. Should the U3A group be the only occupants of the building in the event of a fire the Group Leader should be able to contact the Fire Brigade and an officer of the venue or letting agency.
7. In the event of a U3A group ever having to evacuate a building the Group Leader should provide a report of the occurrence for the Committee. The Committee will forward its consideration of the event to the officer of the venue or letting agency.

**Whilst the above is provided as advice, it is suggested that Group Leaders' have a responsibility to ensure that these actions are implemented.**



## Appendix B - Brief Overview of the Insurance Policies provided by The Third Age Trust for U3A's

**Please Note: This information was updated in January 2020.**

All U3As which are fully paid up members of the Third Age Trust have the benefit of the nationally provided Public & Products Liability Insurance cover, as well as all the other policies detailed in the overview. **WE DO NOT provide Personal Accident Cover, Loss or Damage to Personal Property in the control of the insured or Personal Travel Insurance.**

### **PUBLIC & PRODUCTS LIABILITY**

This cover indemnifies all U3A's & U3A members against all sums you could become legally liable to pay to third parties 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.

### **MONEY COVER**

This policy covers U3A cash held in members' homes, hired premises and in transit.

### **ALL RISKS EQUIPMENT INSURANCE**

This policy provides cover for loss or damage to property owned by a U3A, excluding wear and tear depreciation and gradual deterioration, wherever it is held and in transit, providing due diligence is observed and reasonable precautions are taken to ensure it is stored securely.

### **HOME CONTENTS COVER**

This covers damage to the property of any U3A member whilst their home is being used to host a U3A interest group/meeting.

### **CYBER COVER**

Data Security Breach, Virus, Hacking, Denial of Service Attack, Extortion, Business Interruption, External Cyber Crime, Network Security Liability, Data Privacy & Confidentiality Liability, Payment Card Industry Liability, Multimedia Liability

***Please note the cover is subject to certain processes and procedures being in force.***

### **CHARITY INDEMNITY INSURANCE**

Indemnity for the legal liability of a trustee or officer or the charity for loss which results from a wrongful act when carrying out the duties of a trustee or officer.

### **TOUR OPERATORS' LIABILITY INSURANCE**

This policy has been taken out to provide cover for group leaders/co-ordinator who organise a **short study trip** which involves **overnight accommodation** and who may be deemed a tour operator. Public and Products Liability – which provides indemnity against the legal liability for accidental injury to third parties or loss or damage to their material property arising in connection with the product/event.

**If you want to organise a U3A Trip or Holiday, please arrange it through a Bonded Travel Agent.**

Further details are available at:

<https://www.u3a.org.uk/advice/insurance-and-safety/472-insurance-overview-2?showall=1>

## Appendix C – Useful Information

### PAID SPEAKERS/EMPLOYEES/PAID INSTRUCTORS

#### Do we have any cover for Employers' Liability?

No. The basis of the policy is that U3As do not have any employees... so you must not get yourselves into a situation where you could be judged as employing people.

#### Does this policy provide cover for outside speakers invited to general meetings or on occasions to specific interest groups, whether paid or not?

Yes it does cover paid speakers at general or interest group meetings but it does not cover paid tutors.

#### PLEASE NOTE:

If you use Paid Instructors you should ensure that they have their own professional indemnity insurance as the U3A insurance does not provide any cover in these situations.

### AN EXPANDED EXPLANATION OF THE TRUST'S HOME CONTENTS COVER

The brief details contained in the Home Contents Cover section of the Trusts Online Overview states the following:

*"This covers damage to the property of any U3A member whilst their home is being used to host a U3A interest group/meeting".*

#### **This brief statement is somewhat misleading, the following is a slightly clearer explanation:**

The U3A insurance covers member-on-member liability. If a member has an accident due to a defect in a building they are using, then the property owner is liable in law. The owner's building insurance will normally apply in such circumstances, dependant on the owner's buildings insurance cover. The situation is the same in a private home or other hired accommodation. So if a person trips on loose carpet and falls downstairs, the property owner is liable and **cover should be provided under household insurance**, therefore, the U3A policy will not provide cover. But for example, if one member, in the course of a U3A meeting, trips over something belonging to another member and spills something on someone else, or even a carpet, then the U3A policy will provide cover.

In conclusion, the U3A Trust's policy provides a little extra protection but not much. Having a U3A group at home is essentially no different from having any similar sized group in for dinner or a coffee morning. Take the same care of the U3A group as you would any group of that size, bearing in mind any particular difficulties members might have. Simply be aware of the basics such as locked doors (in the event of a fire); how safe the stairs and floor coverings are; and such like. It is not necessary to complete a check list. The U3A insurance cover does not require any note to be kept of numbers attending.

**Further useful information can be found on the U3A National Website.**

## Appendix D - Incident Reporting

### Attendance List

For health and safety reasons an attendance sheet should be completed at each interest group meeting, especially in hired premises.

### Emergencies

In the event of an evacuation of premises where a group activity is taking place it is essential that all members present can be accounted for. At the start of a group meeting members should be reminded of the location of the meeting point in the event of an evacuation. If an evacuation takes place the group leader must ensure that the attendance sheet is taken to the meeting point and a roll call taken to account for all members.

**See also section on Fire evacuation procedures in hired accommodation**

### Incidents

It is important that any incident involving a member participating in a group activity is recorded on the report form below. This will ensure that any claim that has to be made to our insurers is completed in full. The form should then be forwarded to the Committee Secretary of M&L U3A for processing of the claim and reporting to the committee.

## Incident Report Form – M&L U3A

**An incident is defined as any occurrence which: a) results in personal injury to anyone [including a member of the public]; b) is classifiable as a near miss with potential to cause serious injury; c) causes damage to property; d) involves ill health or sickness; e) results in conflict or complaints; f) is something which could cause damage to the reputation of the U3A.**

It is important that this incident/accident report is completed as soon as possible whilst the details are able to be recalled accurately. You should also notify the Secretary verbally in case they want to visit the scene of the accident.

**REMINDER: Group leaders should have a post code for their venue available in case emergency services are called. The current list of venue post codes is provided below:**

Hudson School	L31 5LE	Maghull Parish Hall	L31 6DB
Kensington House	L31 3DF	St. Andrews Church Hall	L31 6DB
Kirkby Golf Club	L32 4SS	St. Georges RC Social Club	L31 3DF
Lydiate Parish Hall	L31 4EQ	St. Georges U.R.C.	L31 7AG
Lydiate Village Centre	L31 2LA	St. Peters Church Hall	L31 5LW
Maghull Baptist Church	L31 3DZ	West Lanc's College Skem.	WN8 6DX
Maghull Leisure Centre	L31 7BB		

<b>Maghull and Lydiate U3A Accident/Incident Form</b>	
Name, address and telephone number of the injured party:	
Names, addresses and telephone numbers of others involved:	
Date/time/location of the accident or incident:	
Nature and circumstances of the accident/incident:	
Injury details / property damage:	
Name, address, telephone number of the person causing the injury/damage:	
Witnessed by:	
Address and telephone number:	
Action taken:	
Was any specialised assistance required at the scene? If so give details here:	
Was medical advice sought afterwards? If so, give details:	
Name of Group Leader:	Tel No:
Signed (Group Leader):	
Signed (injured party):	
<b>Date:</b>	

## Appendix E - In-Service Inspection and Testing of Electrical Equipment

The concept of in-service inspection and testing of electrical equipment, is commonly but **misleadingly** referred to as portable appliance testing (PAT). Although The Institution of Engineering & Technology and Health and Safety Executive guidelines are available, the subject of PAT still causes confusion and concern for organisations.

The myth that all electrical equipment needs to be tested every year by a qualified electrician was one that HSE refuted in its 'myth of the month' series back in 2007.

**Whilst there is a legal requirement to maintain electrical equipment if not maintaining it would result in danger.** There is no legal requirement to test equipment or that such testing should be carried out at any particular frequency.

### How do I ensure the Safety of Electrical Equipment?

- Encourage all members to look at the supply cable and electrical equipment before they use it (**user check**).
- Make sure that all portable equipment is visually inspected at initial intervals which could be between six months and four years, depending on the type of equipment. See the last bullet point on this list and Table 1 at the end of the appendix for more information.
- Arrange for equipment that is not double insulated to have a portable appliance test (including leads) at initial intervals which could be between one and five years, depending on the type of equipment.
- Ensure that damaged or faulty equipment is recognised, removed from use without delay and either:
  - repaired by someone competent (i.e. with suitable training, skills and knowledge for the task to prevent injury to themselves or others); or
  - disposed of to prevent its further use – consult your local authority about arrangements for disposing of electrical equipment.
- Review your maintenance system to determine whether you could decrease or increase your inspection and/or testing intervals. You may find it useful to keep records of all inspections and tests, and to label equipment with the result and date of the test, but there is no legal requirement to do either of these things.

### User Checks


These should be carried out before most electrical equipment is used, with the equipment disconnected.

Members should look for:



- damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers;
- damage to the plug, e.g. to the cover or bent pins;
- tape applied to the lead to join leads together;
- coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);
- damage to the outer cover of the equipment itself, including loose parts or screws;
- signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;
- equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and
- cables trapped under furniture or in floor boxes.

## Protective Marking - Unrestricted

For **Low Risk Environments only**, the following indicates whether or not user checks, visual inspection or electrical testing (PAT) is required and the suggested inspection and testing intervals.

Class II equipment is marked with a  symbol. If you cannot see the symbol of a square within a square either printed on the electrical label or embossed on the device, you should assume that the item is a Class I appliance and carry out a portable appliance test.

**Table 1. Suggested Initial Intervals for Checking Portable Electrical Equipment**

<b>Equipment/Environment</b>	<b>User Checks</b>	<b>Formal Visual Inspection</b>	<b>Combined Inspection and Testing (PAT)</b>
Battery-operated: (less than 40 volts)	<i>No</i>	<i>No</i>	<i>No</i>
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	<i>No</i>	<i>No</i>	<i>No</i>
Desktop computers, VDU screens	<i>No</i>	<b>Yes, 2–4 years</b>	No if double insulated, <b>otherwise up to 5 years</b>
Photocopiers, fax machines: NOT hand-held. Rarely moved	<i>No</i>	<b>Yes, 2–4 years</b>	No if double insulated, <b>otherwise up to 5 years</b>
Double insulated  (Class II) equipment: NOT hand-held. Moved occasionally, e.g. fans, projectors, table lamps	<i>No</i>	<b>Yes, 2–4 years</b>	<i>No</i>
Double insulated  (Class II) equipment: Hand-held, e.g. some floor cleaners, some kitchen equipment	<b>Yes</b>	<b>Yes, 6 months – 1 year</b>	<i>No</i>
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	<b>Yes</b>	<b>Yes, 6 months – 1 year</b>	<b>Yes, 1–2 years</b>
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	<b>Yes</b>	<b>Yes, 6 months – 4 years</b> (depending on the type of equipment it is connected to)	<b>Yes, 1–5 years</b> (depending on the type of equipment it is connected to)

**Further information is available from: <http://www.hse.gov.uk/pubns/indg236.htm>**

Before a piece of equipment can be used by a group, a group member must ensure that they are familiar with how to use it. Any problems encountered with the use of the equipment must be reported to a committee member.

## Appendix F - Risk Assessment

It is important that group leaders are alert/alerted to risks associated with the activities of their groups and have taken appropriate measures to address these. The U3A does not require formal risk assessments to be completed, except in very specific instances e.g.: Glass Workshop, where such an assessment is of particular importance.

In the interest of members safety this U3A will undertake Safety Assessments of New and Existing Hired Premises (see over page) to ensure, as far as reasonably practicable, that the premises are up to a reasonable standard. This assessment will be undertaken by a committee member accompanied by a group leader. Please refer to the check list on the following page.

The Third Age Trust does recommend that attention be paid to its 'Venue Risk Assessment Checklist'. This is reproduced below for the general guidance of group leaders who are asked to be aware of the risks the checklist highlights.

### **THIRD AGE TRUST – GROUP LEADERS – VENUE CHECKLIST – DAY OF USE**

- Emergency exits unobstructed?
- Emergency exits unlocked?
- Fire extinguishers in place?
- Toilet facilities open and clean?
- Walkways free from trip hazards?
- Kitchen facilities accessible and clean?
- Electrical equipment in good condition?
- First aid equipment accessible?
- Safety briefing given?

## Safety Assessment for New and Existing Hired Accommodation

**Premises Name:**

**Address:**

**Contact:**

**Phone:**

**Assessment Date:**

**Review Date:**

QUESTION	Y/N	Attached
1 Do you have an up to date Fire Risk Assessment for these Premises		
2 Do you have adequate Fire Fighting Equipment for these Premises		
3 Is there an operational Fire Alarm in these Premises		
4 Do you have a current Fire Alarm System Inspection & Servicing Report for these Premises		
5 Do you have a written Fire Evacuation Procedure		
6 Do you have Public Liability Insurance for these Premises		
7 Do these Premises have Emergency Lighting installed		
8 Are Gas & Electrical equipment & services inspected & tested at suitable (occasional) intervals by an Qualified Electrician or periodically by a Gas Safe registered Engineer		
9 Is there a Floor Plan of the Premises showing Escape Routes and Fire Escape doors		
10 Is adequate means of escape in an emergency provided		
11 Are there appropriate direction signs to aid escape		
12 Is there a designated assembly point? Where is it		
13 Are Fire Escape doors fitted with Push Release Bars		
14 Are any Fire Escape doors secured by a Mortice Lock, if so are these locks released by a Thumb Turn or a Key		
15 If the above doors are locked by a key, is the key located adjacent to the lock		
16 Is the access suitable for the group attending the activity		
17 Is wheelchair access adequate		
18 Is the area free from obstructions and trip hazards		
19 Is seating always laid out? Is it a U3A responsibility to deal with seating before and after the activity		
20 Is food being provided/prepared? If so: Is the kitchen adequate and hygienic? Are food safe cleaning materials available		
21 Are the toilet facilities adequate and accessible		
22 Is equipment being brought into the venue? Has it been safety checked		
23 Is there a first aid box available or is U3A to provide		

**Group Leader:**

**Date:**

**Committee Member:**

**Date:**

**On Behalf Of Venue:**

**Date:**



## Appendix F - Walking Groups

The U3A has a number of walking groups of differing standards, ranging from gentle Sunday afternoon walks to demanding hill walks of considerable length and difficulty. The former require minimum guidelines. The latter need more detailed and rigorous ones. No one policy can cover such a variety of activity.

### Responsibility of leaders

Each group leader has responsibility for ensuring that appropriate safety guidelines are written and made known to all group members. Leaders require discretion on the detailed safety measures for their group, and should draw these up taking note of the practice of other walking groups undertaking comparable activity.

### Responsibility of group members

All participants on walks should understand that they are ultimately responsible for their own safety. They must determine their fitness to undertake the walk. The leader may overrule them if he/she has serious concerns as to their ability to undertake the walk, but cannot accept responsibility if the participant has not advised them of any risk factors, such as a medical condition.

Except for the most simple and straightforward of walks, participants should be made aware of the following statement on safety which is based, on a document used by Perth Hillwalking Group:

*Each participant voluntarily assumes the risk of taking to the hills and should therefore familiarise him or herself with navigation and walking techniques suitable for the standard of walk chosen and be suitably equipped to ensure his or her own safety in the hills at all times. Members should note that hillwalking can be a dangerous pastime and that the U3A has no control over the condition of the terrain to be walked or weather conditions. M&L U3A cannot be held responsible for any loss, injury or damage caused on a U3A walk or weekend nor on the journey to and from each walking venue, however caused.*

It should be made clear that any participant with particular health problems which it is important to know about in an emergency is responsible for informing the leader of these. On moderate to strenuous walks every participant must carry a note of their emergency contact and of any medical condition. **From membership renewal in 2019 a Next of Kin section is available on the back of membership cards, and must be completed by all M&L U3A members.**

Leaders should note that the statement above will not exempt them from the normal operation of the law relating to negligence.

**The following notes are applicable to groups undertaking moderate to strenuous walks/climbs.**

### **Preparatory work**

The designated leader for the day is expected to have familiarised themselves with the route and probable conditions and to have briefed participants on distance, anticipated walking time, terrain, amount of climbing involved and standard of fitness required.

They should advise participants on what equipment to bring and provide information on all practical details. The main points should be highlighted to participants before the start of the walk.

Any special requirements over and above the normal arrangements are at the discretion of the leader.

### **On the day**

The leader should have a 'plan B' in the event of bad weather or other unforeseen circumstances, and should form an assessment of the ability of all participants to cope with the walk. If there is any doubt as to this the leader should speak with the participant(s) concerned and take steps to minimise the risk of mishap.

During the walk the leader should satisfy themselves at all times that every participant is accounted for and should moderate the pace, or take other measures (such as asking another participant to stay with anyone experiencing difficulty) to ensure safety. To ensure that all participants are accounted for, an experienced member of the team (nominated in advance) should always be the last member of the group to make sure that nobody is left behind.

**Depending on the type of walk being undertaken it is recommended that Group Leaders should carry an adequate first aid kit.**

### **Conclusion**

Most groups already have a checklist and requirements, devised specifically for their own purposes. In some instances these will be less detailed than the above notes whilst in others they will be more comprehensive.

The U3A committee reserves the right to see a copy of the safety guidance adopted by each group and to require it to be amended if it is considered inadequate relative to the nature of the group's walks.

**DOCUMENT CONTROL TABLE**

<b>Document Title</b>	<b>Health and Safety Policy</b>		
<b>Version Number</b>	1.1F	<b>Status</b>	Approved Document
<b>Originator's Name</b>	Tony Dodd	<b>Position</b>	Data Protection Officer
<b>Committee/Sub Committee</b>	Committee		
<b>Master Document Controller</b>	Linda Simms\Tony Dodd		
<b>Date Approved</b>	12/03/19	<b>Approved by</b>	Committee
<b>Date Effective</b>	26/03/19	<b>Next Review Due</b>	26/03/2020

**REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes</b>
0.1D	24 November 2018	Tony Dodd	Initial draft incorporating text from various external documents, drawn from material developed by Perth U3A, The London Borough of Havering, The Third Age Trust and the Health & Safety Executive.
0.2D	03 December 2018	Tony Dodd	Second draft, incorporating various suggestions from the meeting held on 27/11/18.
0.2D	29 January 2019	Tony Dodd	Work on second draft continued. Final minor queries resolved by the Sub-Committee, prior to approval by Committee.
0.2FD	05 February 2019	Tony Dodd	Final Draft approved by the H&S Sub-committee. Prior to approval by full committee on 12/03/19.
0.2FD	26 March 2019	Tony Dodd	Approval was given subject to various comments received from committee members on 12/03/19 being inserted, as a result of this, the final draft was completed on 26/03/19.
1.0F	26 March 2019	Tony Dodd	Approved document published
1.1F	24 January 2020	Tony Dodd	Updated Safety Assessment form page 16 - item 8, added further information and advice to the Insurance Section on

Protective Marking - Unrestricted

			<p>page 4, updated Appendix B Insurance Overview page 9, revised Sites &amp; Post Codes on page 11</p> <p>All additions in <b><u>bold</u></b> double underlined text, apart from insurance details on page 9.</p>
--	--	--	---