

U3A Tauranga Groups Activity Health and Safety Policy Guidelines and Procedures.

1. All groups

- 1.1 All group convenors shall consider if there are any health and safety related matters to discuss with their group members and how these may be mitigated. Examples of possible 'what if' questions could include if members are hosting a group in their own home, are there trip hazards to consider; are drivers' licences up to date if group members are driving for other members or is a first aid kit required? This includes considering requirements for outdoor field trips eg. for photography, gardening groups.

2. Outdoor Activity Groups (hiking, cycling)

Convenors must implement appropriate safety measures for the activity to be undertaken:

- 2.1 Members of outdoor activity groups are required to sign the U3A "Individual Responsibility Form" annually at the beginning of the year or when a new member joins the group.
- 2.2 Ensure members are informed of appropriate safety requirements, clothing and equipment, location, length of trip, degree of difficulty, appropriate parking and cancellation details.
- 2.3 Met Services Forecasts to be monitored to ensure the weather is suitable for the planned activity.
- 2.4 Record the names of members taking part in the activity on the day.
- 2.5 Ensure a First Aid kit is taken.
- 2.6 Remind members to bring their appropriate medication if required.
- 2.7 Ensure hiking groups take their Personal Locator Beacon or if it is a local outing that mobile phones are taken.
- 2.8 Remind all members to carry with them details of an emergency contact name and contact phone number plus their GP's name and contact number.
- 2.9 Follow accepted safe practices for outdoor group activities for hiking and cycling. (see for example

<https://www.mountainsafety.org.nz/learn/resources/land-safety-code> and
<https://www.nzcycletrail.com/need-to-know/riding-safely>)

Procedure for hiking groups with a personal locator beacon (PLB)

- 2.10 Prior to the hiking trip the group convenor shall ensure an email or text is sent to the Health and Safety Officer and the Coordinator of D to H groups with details of the location, time the trip starts and the number of participants. If the trip is cancelled or changed (shortened or relocated due to weather or other circumstances), the convenor will send a follow up message with details. This procedure is because if a PLB is activated, the Rescue Coordination Centre New Zealand is immediately alerted and staff will ring U3A contacts for further information of hiking group trip plans, location, and numbers participating.
- 2.11 The Health and Safety Officer will ensure that U3A contacts with the Rescue Coordination Centre New Zealand are kept up to date.

3. Managing and Reporting Incidents and Accidents

- 3.1 incidents and accidents include where injury or death has occurred, or any conduct which exposes individuals or groups to avoidable or unacceptable risks, or hazards that result in damage to property or equipment.
- 3.2 If there is an accident, an ambulance may be called, if appropriate: the cost to be met by the member receiving the treatment.
- 3.3 The appropriate incident or accident form is to be filled in and sent to the Health and Safety Officer to review to identify if safety requirements had been met and if there are any recommendations. The report together with the Health and Safety Officer's comments is then forwarded to the Secretary to be filed for three years.
- 3.4 The Health and Safety Officer will inform the Executive of the outcome of the review and any recommendations. The Executive will decide if any advice or other action is required

Health & Safety Officer:

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