

U3A Tauranga Inc

Health and Safety Policy

Introduction

U3A Tauranga is committed to maintaining a safe and healthy environment for members when attending meetings, or undertaking any U3A activities.

All U3A members are responsible for the Health and Safety of themselves and others. All members are expected to share in our commitment to avoid exposure to communicable diseases/infections, and to prevent accidents or incidents which may cause personal injury, or result in negligence claims for property damage, or claims for personal injury arising from gross negligence.

Members are reminded that personal and medical details of other members are to be kept private and confidential in accordance with our Privacy Policy and New Zealand law.

1. Health

U3A recognises that members are vulnerable due to their age and possible pre-existing medical conditions.

- 1.1 Therefore, members should stay at home and not attend meetings if they show signs of, or are being treated for conditions like contagious infections such as Respiratory illness, Vomiting and Diarrhoea, Measles, Shingles and wound infections caused by drug resistant organisms.
- 1.2 Members should follow any Guidelines issued by the Government, on health matters
- 1.3 U3A encourages members who are not well, or are health compromised and are unable to attend meetings in person, to use Zoom.
- 1.4 Conveners should reinforce in their meetings all the points raised in the Health and Safety policy document.
- 1.5 All U3A meetings are smoke free.

2 Safety

U3A will meet the safety needs of members by endeavouring to achieve the following goals.

- 2.1 Provide and maintain a safe meeting environment by taking practical steps to identify, minimise and eliminate all hazards at meeting places including in private homes
- 2.2 Ensure all extension cords and power boxes owned by U3A are checked and certified annually.
- 2.3 At each General Meeting inform members of the evacuation procedures and the location of the emergency exits.
- 2.4 Members of outdoor activity groups are required to sign the U3A "Individual Responsibility Form" annually.
- 2.5 Conveners must implement appropriate safety measures for the activity to be undertaken.
 - 2.5.1 Ensure members are informed of appropriate safety requirements, clothing and equipment, location, length of trip, degree of difficulty, appropriate parking and cancellation details.
 - 2.5.2 Met Services Forecasts to be monitored to ensure the weather is suitable for the planned activity.
 - 2.5.3 Record the names of members taking part in the activity.
 - 2.5.4 Ensure a first Aid kit is taken.
 - 2.5.5 Ensure members bring their appropriate medication if required.
 - 2.5.6 Ensure groups take their Locator Beacon or if it is a local outing that mobile phones are taken.
 - 2.5.7 Ensure all members carry with them details of an emergency contact name and contact phone number plus their GP's name and contact number.
 - 2.5.8 Ensure an email with all the details of the trip is sent to the Health and Safety Officer prior to the trip.
 - 2.5.9 Should an accident or incident occur refer to 4.3 in this policy.

3 Distribution of Policy

- 3.1 The Policy document will be uploaded to the website.
- 3.2 New members will receive a copy of the Policy from the Membership Administrator when they join.

- 3.3 The Co-ordinators should ensure all Conveners are aware of the importance of ensuring the Health and Safety Policy procedures are carried out.

4 Managing Incidents and Accidents

Incidents include any conduct which exposes individuals or groups to avoidable or unacceptable risks, or hazards that result in damage to property or equipment.

- 4.1 A Health and Safety Officer will be appointed annually.
- 4.2 If there is an accident an ambulance may be called if appropriate: the cost to be met by the member receiving the treatment.
- 4.3 The appropriate incident or accident form is to be filled in and sent to the Health and Safety Officer to review, ensuring all Safety requirements have been met. The report together with the Health and Safety Officer's comments is then forwarded to the Secretary to be filed for three years.
- 4.4 The Health and Safety Officer will inform the Executive of the outcome of the review.

5 Review of Health and Safety Policy

- 5.1 It is recommended that the policy is reviewed bi-annually (or earlier if appropriate) so that any changes to New Zealand Law, Ministry of Health Guidelines, the U3A Tauranga Constitution and the outcome of any accidents or incidents are considered.
- 5.2 If amendments are made during the year members will be notified by an email, or via the newsletter and the website.

Signed – President - Official Copies signed by the President

Date of Adoption: 11.11.2022

Date for next review: 01.06.2023