

Health and Safety

The Health and Safety at Work Act requires U3AC to protect volunteers and members of the public (including U3AC members) from risks to their health and safety in U3AC's premises and in connection with U3AC activities.

A copy of U3AC's Health and Safety Policy may be obtained by clicking on the following link <https://www.u3ac.org.uk/wp-content/uploads/2019/10/Health-Safety-Policy.pdf>

If a health or safety-related incident occurs during your class, inform the U3AC Office immediately.

U3AC always has a trained first aider on its premises during opening hours. There is a defibrillator in the reception area.

If someone is injured, you must complete an Accident Report Form. These can be obtained from the Office or downloaded from the website <https://www.u3ac.org.uk/about-courses/running-a-course/>

- **Classes in U3AC premises:** Please read the Fire Action notice displayed in each classroom and make members aware of the details.
- **Classes in external venues:** Please follow any guidelines for security and safety provided by the venue. Know the procedure for alarm and evacuation in the event of fire and make sure the members are aware of it. If there is no venue manager on-site, make sure you have a mobile phone so you can summon help in an emergency. Inform the Office if anything happens.
- **Classes in your own home:** Consider any aspects of access to your home which might cause some members difficulty and make a reasonable attempt to overcome them.
- **Classes in the open air:** Make sure that basic first aid equipment is available, and you have a mobile phone so you can summon help in an emergency.

Fire safety in U3AC premises

All doors in U3AC premises are fire doors, so they must be kept shut. **They should not be wedged open.** Do not obstruct the doorway with furniture which could delay an evacuation.

The fire alarm is usually tested weekly on a Wednesday morning. The Office staff will inform you when a test is about to take place.

If there is a fire

If you discover a fire, immediately operate one of the two fire alarm call points which are located on each floor. These are:

- between the stairs and the lift
- to the left of the door to the external spiral staircase.

If these alarms fail, people should shout FIRE!

If the bell sounds and you have not been informed of a test, then the premises must be vacated immediately. A staff member and the volunteer receptionist will act as Fire Marshalls, wearing high-visibility jackets. They will check each room in U3AC premises after members have left.

1. Tell your class members to exit immediately, and as quickly as possible.
 - First floor - Green room and Orange room should use the external spiral staircase (where possible). Pink room and Red room should use the main staircase unless it is blocked in which case the external spiral staircase is to be used.
 - Second floor - Everyone should use the main staircase unless it is blocked in which case the external spiral staircase is to be used.

2. Tell members not to use the lift. Any member who is wheelchair-bound will be evacuated by Office staff using the evacuation chair.
3. You should be the last one to leave your room, taking the Register folder with you so that the Fire Marshall can check that all class members are safe.
4. Do not return to the room once you have left.
5. Go to the assembly point at the top of Thompson's Lane, in front of the Royal Mail postbox.
6. Call the register again. When everyone has been accounted for, inform the Fire Marshall.
7. Do not attempt to re-enter the building until told it is safe to do so.

Fire safety in external premises

Please ensure you familiarise yourself with the procedures for evacuation at the external venue you are using, if there is an incident you should contact the emergency services if needed and then you will also need to ring the Office either on the landline number **01223 321587** or the emergency number **07542 150965** and let them know what has happened. You will need to fill in an accident report form.