Minehead & District U3A – Duty of Care Guidance for Convenors

Group

Membership register kept and GDPR followed

Number of people

Informed of exits and toilets

Individual requirements, if any

Indoor Venue

If regularly hired, check Risk Assessment annually

NB Townsend House and Baptist Church checked by U3A committee

Private Home

Size of venue is appropriate

Know location of fire exits and first aid kit and check no exits blocked

New public venue: visit and ask to see Risk Assessment

Use checklist (Sheet 3)

Equipment

Ensure it meets H&S standards

Users have knowledge or training

All use or movement of equipment is voluntary Note Manual Handling

Outdoor Events and Activities

Carry out Risk Assessment (Sheet 4)

The numbers involved and abilities of individuals

Meeting place is safe

Organisation leading activity H&S covered

Details of the activity clearly stated

Start time is clearly stated

Contingencies for weather and other factors

Any individual equipment that is required is clearly stated

Other equipment as identified in Risk Assessment