**WAIRARAPA**

**HEALTH AND SAFETY POLICY**

**Introduction**

The Executive Committee of U3A Wairarapa is committed to ensuring the health and safety of its members who attend, and those persons who may from time to time attend our Groups and meetings. It does so in the spirit of wishing to ensure the continuing wellbeing of those who participate in our activities.

**Overall principles**

Members will take a primary responsibility for their own health and safety in attending U3A Wairarapa activities.

U3A Wairarapa will take responsibility for ensuring a reasonable overview to ensure that members' health and safety is not endangered in participating with it.

**U3A Wairarapa overall responsibilities**

Given that the majority of events are undertaken within venues that are also available to members of the public we will assume that health and safety standards are in place unless we have good cause to believe that an enquiry is warranted.

We will not attend any venue or location, however, unless we are able to communicate quickly to seek help in the event of an injurious or general health-related incident.

Where it comes to our attention that a venue or location may be unsafe, or not readily able to seek help for injury or health matters, we will inform our relevant members, and seek alternative venues/locations.

In choosing a venue/location we will have regard to any health issues that might obstruct access generally or exit in the event of a health-related incident.

**Delegations**

Our health and safety policy is delegated to Group Convenors, or those acting in place of them from time to time.

**Operations.**

**Convenors** will:

1. reasonably assure themselves that a venue/location is safe to our members, or does not present undue hazards, including access,
2. consult, from time to time, with Group members on any health and safety issues,
3. ensure that all venues/locations are suitable for emergency evacuation,
4. ensure that immediate forms of communication are available in an emergency situation, such as phone or internet, and coverage.

**Members**, in taking a responsibility for their own health and safety, will:

1. inform the Convenor of any potential hazard for a venue/location, or any health related issue that might realistically eventuate for themselves or others,
2. ensure that they have such remedial or communications equipment, including coverage, available to them should an adverse situation arise.

Date approved. 2nd October 2023

Review date October 2026