

Appendix A - POLICY 7 - WORKPLACE HEALTH & SAFETY

INTRODUCTION:

U3A Croydon will endeavour to minimise the Health & Safety risk that any particular operation or activity poses to our organisation, our members, our volunteers, or the general public.

PURPOSE:

The purpose of this document is to establish a process to identify applicable Health & Safety risks and take action to eliminate those risks as is reasonably practicable.

DEFINITIONS:

“WHS Risk” is the probability that an occasion will arise that presents a danger to our members, our volunteers, or the general public. It includes, but is not limited to,

- Physical risks
 - Accidents, violence
- Mental and Emotional risks
 - Verbal abuse, Bullying, Sexual harassment, Discrimination
- Other risks

POLICY:

U3A Croydon has a duty to provide a safe environment for its members and volunteers. U3A Croydon will put procedures in place that will as far as is reasonably practicable ensure that WHS risks are eliminated.

PROCEDURES:

RESPONSIBILITIES:

It is the responsibility of the U3A Croydon Committee of Management to carry out risk management analyses of the organisation, and to take appropriate measures.

It is the responsibility of the U3A Croydon Committee of Management to ensure that:

- effective WHS risk management procedures are in place, applicable to all relevant areas;
- WHS risk management procedures are reviewed regularly;
- recommendations arising out of the WHS risk management process are evaluated and, if necessary, implemented; and
- members and volunteers are aware of all applicable WHS risks and familiar with the organisation’s WHS risk management procedures.

It is the responsibility of the U3A Croydon Committee of Management to ensure that:

- WHS risk management analyses are carried out for all relevant sectors of the organisation;
- WHS risk management checklists are prepared for each relevant section;
- each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- copies of up-to-date risk management checklists are kept in a central Risk Management Register.

It is the responsibility of all members and volunteers to ensure that:

- they are familiar with the organisation’s WHS risk management procedures applicable to their section;
- they observe those WHS risk management procedures; and
- they inform the U3A Croydon office if they become aware of any WHS risk not covered by existing procedures.

Managing Risk

Risk Management Checklists

U3A Croydon Committee of Management will ensure that

- each section of the organisation has available to it relevant WHS risk management checklists;
- each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not reasonably practicable, to mitigate its impact; and
- a current copy of each risk management checklist is held centrally in the organisation’s Risk Management Register.

Complaints and Notifications

U3A Croydon Committee of Management will provide access to the following forms:

1. ‘Risk / Hazard Notification’ for anyone to complete who wants to report a WHS Hazard or other potential WHS situation that may occur.
2. ‘Incident Notification’ for anyone to complete who wants to report a WHS Incident that has occurred.

On receipt of either of these forms, U3A Croydon Committee of Management is to:

- Record the Notification in the Register.
- Investigate the issue and submit a report to the Committee of Management
- The Committee of Management will consider the report and decide any action to take.

AUTHORISATION:

This Workplace Health & Safety Policy V7.03 was adopted by the Committee of Management of U3A Croydon and minuted as such, on 22nd Oct 2020. This policy will be published by the Committee of Management of U3A Croydon on its website within 4 weeks of the date of this authorisation.

Version Number	Workplace Health and Safety Policy V7.01
2 August 2018	Date endorsed by Committee of Management of U3A Croydon
Amended version	Workplace Health and Safety Policy V7.02
27 Jan 2020	Date endorsed by Committee of Management of U3A Croydon
V7.02	Created Appendix A of plain language policy and attached to V7.03
22 Oct 2020	Date endorsed by Committee of Management of U3A Croydon