

## A – INTEREST GROUPS GOVERNANCE

### PART A3

#### INSURANCE, RISK ASSESSMENTS, AND INCIDENT REPORTING

##### Insurance

Insurance cover is provided for all u3a's that are affiliated to the Third Age Trust. The current Insurance Cover Note, an Insurance Overview, and Insurance FAQ's, are available for you to view and/or download from our website: <https://u3asites.org.uk/bridgend/page/124651>.

##### Risk Assessments

To ensure that we are compliant with insurance requirements, but, above all, for the safety and protection of our members, we ask that Group Leaders/Convenors routinely complete risk assessments of the venues they use and, where relevant, the activities they are undertaking within those venues or outside. Generally, a risk assessment of the venue is sufficient, but the more physical the activity or the use of potentially hazardous machinery, the more detailed the risk assessment required.

By way of example:

- Largely sedentary groups such as History need only complete a venue risk assessment. The same applies to Knit & Natter, but if that group is going to run a session using mechanised cutting/sewing equipment, for example, you will need to think about how you safely manage that.
- Where groups are using venues open to the public, e.g. the Life Centres/Libraries, Cafés/Public Houses/restaurants, the venue operators will have risk assessments and insurance cover for the activities they facilitate within their premises.
- All walks require risk assessments, as do all day trips and holidays.

The risk assessment proformas are available to download and print at <https://u3asites.org.uk/bridgend/page/124375>.

Once completed, please make a copy of your risk assessment available to [chair@bridgendu3a.co.uk](mailto:chair@bridgendu3a.co.uk) for uploading to the relevant group page of our website. If you are unable to download and print a proforma please contact our Group Co-ordinator and/or a committee member and we will provide you with a copy of the form. Similarly, if you are in any doubt as to what is required, please ask for advice and support.

##### Incident Reporting

All accidents and incidents occurring during u3a activities should be reported to the Chair as soon as possible. An Incident Report form is available to download and print on



<https://u3asites.org.uk/bridgend/page/124375> and a copy should be forwarded to the Committee. If you are unable to print a proforma we will provide you with a hard copy.

#### Emergency Contacts

Group Leaders/Convenors are advised to ensure that they have the Emergency Contact details for each of the participants in their interest group or activity. The appropriate Legitimate Interest Assessment has been completed for Bridgend u3a.