

GRANTHAM u3a - GENERAL POLICIES

RISK ASSESSMENTS

ATTITUDE TO RISK

This document sets out Grantham u3a's attitude to risk and how it is managed. It identifies risk at the Institutional level and operational level.

INSTITUTIONAL RISKS

Grantham u3a recognises that it is subject to legal, financial and reputational risk.

Legal risk is managed through separate policies covering:

- Data protection
- Privacy
- Safeguarding
- Equality, diversity and inclusion
- Accessibility

Financial risk is managed as described in the Financial Procedures document

Reputational risk is managed through the Members' Code of Conduct.

All three areas are supported by the complaints/grievances and disciplinary procedures as appropriate.

OPERATIONAL RISKS

Operational risks include all those that arise from the various meetings that are held throughout the organisation. They are analysed through Risk Assessments.

RISK ASSESSMENTS

INTRODUCTION - Risk Assessments (RAs) are nothing new - they are as a result of Health & Safety at Work Legislation and have subsequently been adopted as good practice among all sectors. Within the voluntary sector, good practice means that RAs can be used to prove that reasonable steps and precautions were taken should anything go wrong and the guidance is there to then interpret according to local circumstances.

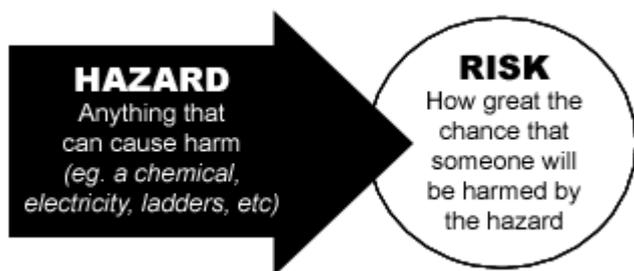
As part of its duty of care to members of Grantham u3a, risk assessments, referencing all government/local and venue/national body guidelines in place at the time, are to be compiled so that an activity may take place. This is not intended to stop activities *from* taking place, it is to enable activities *to* take place. Risk Assessments, and any revisions, are to be compiled by the leader of the activity/event (usually a Group Leader or committee member) with help and guidance from members of the Committee if required and submitted to the Group Coordinator and Secretary before the (re)start of the activity so that the Risk Register can be annotated. To compile the Assessment a template/ checklist provided by the Third Age Trust (or a derivative developed in house) may be used. The Assessment should include all hazards/risks, not only those related to Covid-19, as appropriate to the activity.

Risk assessment is the process where you:

- Identify hazards and risk factors that have the potential to cause harm
- Analyse and evaluate the risk associated with that hazard
- Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated
- Define procedures for use in the event of a related emergency

In other words:

A **hazard** is something that has the potential to cause harm while **risk** is the likelihood of harm taking place, based on exposure to that **hazard**, and the **significance of the consequences of that harm**.



The Third Age Trust states on its website - www.u3a.org.uk - ('Keeping it Legal', para 6.7 of the Insurance FAQs) that we are 'advised to carry out risk assessments for all our activities'. The Trust has also produced a document under 'Support for u3as' entitled 'Running your u3a: Covid and Beyond' which covers important information current at the time of publication. This, and any further updates, should be read before any activity/event recommences.

Any u3a wishing to restart activity post Coronavirus lockdown is advised to carry out an appropriate risk assessment/checklist to ensure the activity is safe for members to participate in. The conclusion of the risk assessment/checklist will determine what actions must be taken to make the activity safe or conclude it is not yet safe to restart even with additional measures in place. Government guidelines continue to be central to any risk assessment and must be adhered to. Each u3a activity, venue and circumstance is different and must be assessed as such.

The Trust has also provided downloadable RA Checklists on its website (www.u3a.org.uk/advice/risk-assessments) under 'Advice' (NB A log-in is required to access 'Advice') which cover the following (whether it be meetings at a private house, hired venue, outdoors - this includes walking and other 'adventures' and visits to institutions outside Grantham):

- Venue*
- Venue Day of Use*
- Walk Leader*
- Workshop Activity
- General Outdoor*
- Remote Activity
- General Activity in Covid-19*

*These are also available to download from the Grantham u3a website (www.u3asites.org.uk/grantham/restart).

GENERAL GUIDELINES

1. Current government/local guidelines and those pertaining to venues are to be adhered to at all times in conjunction with advice from the Third Age Trust and/or any applicable national body (eg for sports activity). Incident Forms referred to below are also available to download from the u3a website (www.u3a.org.uk) under 'Advice/Form Downloads' as well as the Grantham u3a website as above.

1(a) Monthly Meetings/AGMs

A Committee member, or nominated person, shall:

- ensure that a current assessment is available at all times
 - an initial RA is to be compiled at the start-up of a meeting, revised and updated as necessary, reviewed at least annually, and kept in a folder relating to that particular meeting. It will be available upon request to any member who attends or requests it.
 - a duplicate copy is to be held by the Grantham u3a Secretary
 - where applicable, a copy of the most current risk assessment provided by the venue is to be kept in the same folder
- ensure that anyone attending is aware that this is in place and available**
- ensure that a number of blank incident report forms are available at all times

1(b) Coffee Mornings

The Host, or nominated person, shall:

- ensure that a current risk assessment is available at all times
 - an initial RA is to be completed at the start-up of coffee mornings, revised and updated as necessary, reviewed at least annually, and kept in a folder relating to that event. It will be available upon request to any member who attends or requests it
 - a duplicate copy is to be held by the Grantham u3a Secretary
 - where applicable, a copy of the most current risk assessment provided by the venue is to be kept in the same folder
- ensure that anyone attending is aware that this is in place and available**
- ensure that a number of blank incident report forms are available at all times

** Once procedures have been put in place, members can be advised what these are via a general notice in the newsletter and posted on the Grantham u3a website.

1(c) Group Meetings

The Group Leader, or nominated person, shall:

- inform the Group Coordinator of its intentions before the restart of any activity
- ensure that a current risk assessment is available at all times
 - an initial RA is to be compiled at the start-up of an activity, subsequently revised and updated as necessary, reviewed at least annually, and each version kept in a folder relating to that particular Group

- a duplicate copy is to be held by the Grantham u3a Secretary
- ensure that members of that Group are aware of its contents so that they can undertake a personal assessment and make their own judgement about attending that particular Group activity (see para 1(e) below)
 - a copy to be sent to each member of the group (by email or hard copy) when sending notification of the first meeting, and on each subsequent revision.
- ensure that any known changes to the risk assessment on the day are relayed to the members of that group intending to participate, allowing members to use their own judgement as before
- ensure that consideration is given to the possibility of unknown events which may require a flexible response (eg a walking/cycling group may wish to have an alternative route/diversion available)
- ensure that a number of blank incident report forms are available at all times

1(d) **Hired Venues**

Each hired venue will have its own Risk Assessment in place, a copy of which should be placed on a Grantham u3a file as appropriate (see above). Where necessary, a u3a risk assessment is to be compiled alongside this as it applies to the Grantham u3a event at the time and it is advised to contact the venue well in advance in order to help simplify the completion of the checklist. The venue may also require a copy of our own u3a RA along with any issued by a national body if applicable, eg Badminton England.

1(e) **Members**

The Third Age Trust refers to a ‘Personal Member Assessment’ (also downloadable from the Grantham u3a website) which places the responsibility for choosing to attend Grantham u3a meetings/events on the member who will make their decision based on the risk assessment at the time, according to their own personal circumstances. Attendance at the meeting is taken as acceptance of the risk assessment and his/her own responsibilities and this must be made clear in each RA. Each RA will also make clear that the member’s attendance may be recorded and will be used, for example, for NHS Test and Trace procedures while these are in operation.

Each member is accountable for his/her own safety and security and those around them and must behave in a responsible manner.

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