

POLICIES



Data Protection

Privacy

Safeguarding

Equality, Diversity and Inclusion

Environmental Issues

Health and Safety

1 Scope of the policy

This policy applies to the work of Lymington u3a. The policy sets out the measures that Lymington u3a takes to collect and process information for membership purposes. The policy details how personal information will be collected, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy is reviewed on an ongoing basis by Lymington u3a committee members to ensure that Lymington u3a remains compliant. This policy should be read in tandem with Lymington u3a's Privacy Policy.

2 Why this policy exists

This data protection policy ensures Lymington u3a:

- Complies with data protection law and follows good practice
- Protects the rights of members
- Is open about how it stores and processes members data
- Protects itself from the risks of a data breach.

3 General guidelines for committee members and group leaders

- The only people able to access data covered by this policy are those who need to communicate with or provide a service to Lymington u3a members.
- Lymington u3a will provide advice to committee members and group leaders to help them understand their responsibilities when handling data.
- Committee Members and group leaders should keep all data secure, by taking sensible precautions and following the guidelines below.
- Strong passwords must be used and they should never be shared.
- Data should not be shared outside of u3a unless with prior consent and/or for specific and agreed reasons. Examples would include Gift Aid information provided to HMRC or information provided to the distribution company for Third Age Trust publications.
- Member information should be refreshed periodically to ensure accuracy.
- Additional support will be available from the Third Age Trust where uncertainties or incidents regarding data protection arise.

4 Data protection principles

The General Data Protection Regulation identifies key data protection principles:

Principle 1 – Personal data shall be processed lawfully, fairly and in a transparent manner

Principle 2 – Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

Principle 3 – The collection of personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Principle 4 – Personal data held should be accurate and, where necessary, kept up to date; reasonable steps must be taken to correct or erase inaccurate or misleading personal data;

Principle 5 – Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Principle 6 – Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Principle 7 – Organisations must take responsibility for what they do with personal data, and have appropriate measures and records in place to be able to demonstrate compliance.

5 Lawful, fair and transparent data processing

Lymington u3a requests personal information from potential members and members for membership applications and for sending them communications regarding their involvement with u3a. Members will be told why the information is being requested and what the information will be used for. The lawful basis for obtaining member information is due to the legitimate interest relationship that u3a has with individual members. Lymington u3a members will be informed as to whom they need to contact should they wish for their data not to be used for specific purposes for which they have provided consent. Where these requests are received, they will be acted upon promptly and the member will be told when the action has been taken.

6 Processed for specified, explicit and legitimate purposes

Members will be informed as to how their information will be used and the Committee of Lymington u3a will seek to ensure that member information is not used inappropriately. Appropriate use of information provided by members will include:

- Communicating with members about Lymington u3a events and activities.

- Group leaders communicating with group members about specific group activities.
- Member information will be provided to the distribution company that sends out the Trust publication, Third Age Matters. Members will be given a choice as to whether or not they wish to receive the publication.
- Sending members information about Third Age Trust events and activities.
- Communicating with members about their membership and/or renewal of their membership.
- Communicating with members about specific issues that may have arisen during the course of their membership.

Lymington u3a will ensure that group leaders are made aware of what would be considered appropriate and inappropriate communication. Inappropriate communication would include sending u3a members marketing and/or promotional materials from external service providers.

Lymington u3a will ensure that members' information is managed in such a way as not to infringe an individual members rights, which include:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object.

7 Adequate, relevant and limited data processing

Members of Lymington u3a will only be asked to provide information that is relevant for membership purposes. This will include:

- Name
- Postal address
- Email address
- Telephone number
- Gift Aid entitlement.

Where additional information may be required, such as health related information, this will be obtained with the consent of the member who will be informed as to why this information is required and the purpose that it will be used for.

8 Photographs

Photographs are classified as personal data. Where posed group photographs are being taken, members are at liberty to step out of shot if they do not wish to be in the photograph. Members who remain in shot when photographs are taken will be assumed to have given their consent. Should a member wish at any time to withdraw

their consent and to have their photograph removed from public view, they should contact the Newsletter Editor via the “Contact” page of our website to advise that they no longer wish their photograph to be displayed.

9 Newsletter

The newsletter will be distributed to members in electronic or hard copy format, and may be issued by e-mail, collected at the monthly meeting or sent by post.

10 Accuracy of data and keeping data up-to-date

Lymington u3a has a responsibility to ensure members' information is kept up to date. Members should inform Lymington u3a via the “Contact” page of our website if any of their personal information changes. From time to time, the Lymington u3a Committee will provide an opportunity for members to update their personal information.

11 Accountability and governance

Lymington u3a Committee is responsible for ensuring that u3a remain compliant with data protection requirements and can evidence that it has done so. Where consent is required for specific purposes, then evidence of this consent (either electronic or paper) will be obtained and retained securely. Lymington u3a Committee will ensure that new members joining the Committee have access to information on the requirements of GDPR and its implications for their role. Lymington u3a will also ensure that group leaders are made aware of their responsibilities in relation to the data they hold and process. Committee Members will stay up to date with guidance and practice within the u3a movement and will seek advice from the Third Age Trust National Office should any uncertainties arise. Lymington u3a Committee will review data protection requirements on an ongoing basis as well as reviewing who has access to data and how data are stored and deleted. When Committee Members and Group Convenors relinquish their roles, they will be asked either to pass on data to those who need it or delete data.

12 Secure Processing

Lymington Committee Members have a responsibility to ensure that data is both securely held and processed. This will include:

- Committee members using strong passwords
- Committee members not sharing passwords with those who have no need for the data held
- Restricting access to information on members to those on the Committee who need to communicate with members on a regular basis
- Using password protection on laptops and PCs that contain personal information
- Using password protection or secure cloud systems when sharing data between committee members and/or group leaders

- Paying for firewall security to be put onto Committee Members' laptops or other devices as appropriate
- Data will only be retained during the membership of the person concerned or for a maximum of 12 months after the membership has lapsed, except in the case of Gift Aid, where it will be kept as required by current legislation and regulations.
- Obsolete data will be securely disposed of, including wiping or destruction of computer hard drives when machines are disposed of.
- When a committee member holding personal data leaves post, all data will be securely handed over to his/her successor or permanently deleted.

13 Subject Access Request

Lymington u3a members are entitled to request access to the information that is held by Lymington u3a, by means of a written request. Receipt of the request will be formally acknowledged and dealt with expediently (the legislation requires that information should generally be provided within one month) unless there are exceptional circumstances as to why the request cannot be granted. Lymington u3a will provide a written response detailing all information held on the member. A record shall be kept of the date of the request and the date of the response.

14 Data Breach Notification

Were a data breach to occur, action will be taken to minimise the harm. This will include ensuring that all Lymington u3a Committee Members are made aware that a breach has taken place and how the breach occurred. The Committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The Chair of Lymington u3a will contact National Office as soon as possible after the breach has occurred to notify them of the situation. A discussion will take place between the Chair and National Office as to the seriousness of the breach, action to be taken and, where necessary, the Information Commissioner's Office would be notified. The Committee shall also contact the relevant u3a members to inform them of the data breach and actions taken to resolve the breach.

Where a u3a member feels that there has been a breach by u3a, a committee member will ask the member to provide an outline of the breach. If the initial contact is by telephone, the committee member will ask the u3a member to follow this up with an email or a letter detailing their concern. The alleged breach will then be investigated by members of the committee who are not in any way implicated in the breach. Where the committee needs support or if the breach is serious, they should notify National Office. The u3a member should also be informed that they can report their concerns to National Office if they do not feel satisfied with the response from u3a. Breach matters will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

This policy was revised in October 2020.

Privacy Policy



Lymington u3a treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

1 What personal information do we collect?

When you express an interest in becoming a member of Lymington u3a, you will be asked to provide certain information. This includes:

- your name
- home address
- e-mail address
- telephone number
- Standing Order information
- Gift Aid information if applicable.

2 How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms. The lawful basis for collecting and storing your information is due to the legitimate interest that Lymington u3a has in communicating with you as a member. In order to inform you about the groups, activities and events that you can access as a member, we need to store and process a certain amount of personal data. We also need to keep track of groups, so that we can advise new applicants whether groups are able to accept new members: this involves group leaders letting the Interest Groups Coordinator know who belongs to their group.

3 How do we use your personal information?

We use your personal information:

- To provide our u3a activities and services to you
- For administration, planning and management of our u3a
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our u3a activity
- For delivery of the Trust publication, Third Age Matters, if you have given consent to this.

We'll send you messages by e-mail, post, other digital methods and telephone to advise you of u3a activities.

With whom do we share your personal information?

We may disclose information about you, including your personal information, as follows:

- Internally – to committee members and group conveners – as required to facilitate your participation in our u3a activities;
- Externally – for products or services such as direct mailing for the Trust magazine, Third Age Matters. The magazine is distributed by a third party processor and your information is shared with the distribution company via a secure online portal. Should you not wish to receive the magazine, please let us know.
- If we have a statutory duty to disclose it for legal and/or regulatory reasons.

4 How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances, information about your membership will not be stored for longer than 12 months after your leaving Lymington u3a. The exceptions to this are instances where there may be financial, legal or insurance circumstances that require information to be held for longer; for example, Gift Aid declarations.

5 How your information can be updated or corrected?

To ensure the information we hold is accurate and up to date, members need to inform Lymington u3a of any changes to their personal information. You can do this via the “Contact” page of our website. Should you wish to view the information that Lymington u3a holds on you, you can make this request by contacting us. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. We will usually respond within one month of the request being made.

6 How do we store your personal information?

Lymington u3a has in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Security measures include the use of cloud storage, firewalls and the use of a management database system. Your membership information is held on a password-protected database that is accessed by a limited number of Committee Members and helpers only on a need-to-know basis.

7 Photographs

Occasionally, photographs of outings, events or meetings are taken, primarily for inclusion in our Newsletter. The photographer normally makes it clear that a photograph is about to be taken, giving those present an opportunity move out of shot

if they wish. If you object to a photograph of you that is published, use the “Contact” page of our website to ask the Newsletter Editor to remove it.

8 Availability and changes to this policy

This policy is available on Lymington u3a’s website. This policy may change from time to time. Members will be informed via its website, newsletter and monthly meetings when any material changes are made to Lymington u3a’s policies and procedures.

9 Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact the Chairman via the “Contact” page of our website.

This policy was revised in October 2020.

1 Purpose

This policy and procedure is written to enable the committee to address issues where there are safeguarding concerns. Safeguarding includes incidents between members, concerns regarding abuse or neglect that a u3a member may be experiencing outside of the u3a, health related issues or previous or pending criminal convictions.

The purpose of this policy is to demonstrate the commitment of Lymington u3a to safeguarding their members and to ensure that everyone involved in Lymington u3a is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within Lymington u3a.

2 Scope

This safeguarding policy and procedure apply to all individuals involved in Lymington u3a, including the committee, group leaders and members, and to all concerns about the safety and wellbeing of members taking part in u3a activities and in the wider community.

3 Safeguarding Commitments

In order to implement this policy, Lymingtonu3a will ensure that all members will be aware of the safeguarding procedures and know who to contact if they have a concern relating to the welfare or wellbeing of an adult.

Lymington u3a committee has a duty of care to its members, is committed to upholding this safeguarding policy in order to protect its members.

Lymington u3a recognises that some people are potentially at risk of abuse and neglect. Where abuse or neglect is suspected Lymington u3a will aim to respond in a prompt and efficient manner to any situation where there is a risk of or perceived risk of harm.

Lymington u3a does not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities and charity regulatory authorities, as appropriate. This may include the local authority, the local multi-agency safeguarding hub (MASH), or the police in an emergency.

Where there are concerns for a member's wellbeing or safety, Lymington u3a committee will complete a safeguarding risk assessment, seek advice and support from the Trust where necessary, and will contact the relevant statutory authorities as needed. It is not appropriate for Lymington u3a to take the lead role in any Safeguarding Enquiry (under Section 42 of the Care Act 2014 (England and Wales)/ section 4 of the Adult Support and Protection (Scotland) Act 2007/ according to the Northern Ireland Charity Commission guidelines) [delete as appropriate].

Lymington u3a recognises that there are various forms of abuse which can be perpetrated by volunteers, members, relatives, friends, and neighbours. Lymington u3a will not condone nor tolerate any form of abuse or neglect and believes that all people should be able and, where necessary, enabled to live in an environment which is safe and free from harm.

Lymington u3a will put the well-being of those at risk of harm first, and they will be actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to. Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.

A list of the types of safeguarding risks and harm can be found on the [England and Wales Charity Commission website, which is applicable generally.](#)

Lymington u3a will monitor the implementation of this policy and procedure annually through its committee.

When following the safeguarding procedure Lymington u3a will strive to uphold the principles that those involved in incidents are entitled to:

- privacy
- be treated with dignity and respect
- lead an independent life and to be enabled to do so
- choose how they live their lives
- the protection of the law
- have their human and civil rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religious or cultural background.

Lymington u3a will also follow the principles enshrined within the England and Wales Care Act 2014/ Section 4 of the Adult Support and Protection (Scotland) Act 2007/ according to the Northern Ireland Charity Commission guidelines [delete as appropriate].

- **Principle 1 – Empowerment** – whereby the approach is focused on the individual making their own decision and gaining informed consent, where possible.

- **Principle 2 – Prevention** – seeking to take steps to prevent issues from arising or escalating.
- **Principle 3 – Proportionality** – responding in a proportionate way to the issue/s being presented.
- **Principle 4 – Protection** – seeking to keep the membership safe and protection for those deemed to be at risk.
- **Principle 5 – Partnership** – reporting incidents to the relevant statutory bodies and liaising with the Trust.
- **Principle 6 – Accountability** – accurate recording of incidents. Reporting incidents, as required, to the Trust and to relevant regulatory authorities.

This policy was adopted on:

Signed: _____ H Robinson _____ Committee Role: Chairman

Print name:

Policy review date: June 2024 _____

Lymington u3a is a learning co-operative and membership charity which enables members in their third age to share educational, creative and leisure activities. Members of each u3a draw upon their knowledge, skills and experience to teach and learn from each other (peer to peer learning). Lymington u3a recognise that some people are particularly likely to experience discrimination and harassment and are committed to making sure that the u3a is as inclusive and welcoming as possible.

1 Aims of this policy

This policy has been drawn up to comply with the Equality Act 2010. The Act stipulates that organisations cannot treat someone unfairly on the basis of what it calls 'protected characteristics', which are:

- ethnic origin, nationality (or statelessness) or race
- age
- disability
- religion or belief (including the absence of belief)
- marital or civil partnership status
- sexual orientation
- pregnancy
- gender reassignment
- political belief

Lymington u3a will strive to ensure that members do not experience discrimination on the basis of their protected characteristics. This will include ensuring equal access to groups and behaviour between members and by Lymington u3a Committee Members and group leaders. The Equality Act highlights that organisations need to consider what '**reasonable adjustments**' can be made in order to accommodate those who may have particular needs. Lymington u3a Committee will review the reasonable adjustments needed for all members and individual members with particular needs on an ongoing basis. Where necessary, the Committee will seek guidance and additional support from the u3aPlus sub-committee and/or National Office.

2 Practical approaches to inclusion

Lymington u3a will make sure all new members are aware of our policies and procedures in relation to equality, diversity and inclusion and accessibility as well as the Member Code of Conduct. Lymington u3a will make reasonable adjustments and

take practical steps to ensure a wide range of people can participate in our activities and meetings. This may include:

- Consideration given to the time of day of meetings and their location.
- Consideration of venues for meetings including:
 - Accessible to wheelchair users
 - Access to PA system and a hearing loop
 - Parking and disabled parking available
 - Disabled toilet facilities available
- Publicity:
 - Using a variety of methods and platforms to communicate externally and raise the profile of the u3a.
 - Make communications available to those who don't have access to the internet
 - Use a range of images that reflect the local community
- Recruiting new members:
 - Doing outreach sessions and contacting agencies working with community groups who may be harder to reach
 - Encouraging members who are representative of the groups who are underrepresented within the u3a i.e. men or younger members to assist with the recruitment process
 - Managing growth so that we ensure that new members can be accommodated
- Monitoring:
 - Lymington u3a will monitor member numbers i.e. the numbers of members who join, re-join and leave each year in order to identify any trends in membership.
 - Lymington u3a committee will review the diversity of the membership on an ongoing basis and will seek to ensure that the u3a remains attractive and accessible to all.
- Tasks and Roles:
 - Ensure a range of people get their voices heard by encouraging more members to take on roles such as leading groups.
 - The u3a will appoint an Accessibility Officer whose role it will be to ensure that both new and existing members can access the members meetings and groups that they would like to join and consider what reasonable adjustments may be needed to ensure this.
 - The Groups Coordinator will ensure that new Group Leaders are made aware of issues in relation to accessibility and what steps they may need to take in meeting access requirements. Each group will be reviewed on an individual basis as certain groups may require a certain

level of fitness or mobility and members need to be made aware of this in advance.

- Lymington u3a will offer induction and training around equality, diversity and inclusion to Committee Members and Group Leaders on an ongoing basis.

3 Code of Conduct

Lymington u3a has a member code of conduct. The code of conduct outlines that members should abide by the u3as policies and procedures as well as treating each other with dignity and respect. This would include not acting in a way that would be deemed discriminatory or offensive.

Dealing with discrimination and harassment

Where Lymington u3a Committee become aware of any discriminatory practice or harassment, the committee will seek to address this through consultation with all parties concerned and, where necessary, through invoking formal procedures.

If any member of Lymington u3a feels they have experienced or witnessed discriminatory behaviour or harassment, this should be reported to the Committee. Any matters of concern will be reviewed by the Committee and a decision will be made, in line with the u3as constitution and formal procedures, as to what steps will be taken to address the issue.

4 Definitions

Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and talents and believing that no one should have poorer life chances because of where, when or whom they were born, or because of other characteristics. Promoting equality is about behaving in a way that tackles inequalities, aiming to ensure that all members are treated fairly, and do not experience discrimination.

Promoting diversity is about recognising that everyone is different and creating an environment that values members and ensuring that the u3a Movement is as accessible as possible to different groups within the community.

Inclusion is about positively striving to meet the needs of different people and taking practical steps to ensure members feel respected.

Direct Discrimination is when a person is treated less favourably because of their ethnic origin, nationality (or statelessness) or race, age, disability, religion or belief (including the absence of belief), marital or civil partnership status, sexual orientation, pregnancy, gender reassignment, political belief.

Indirect Discrimination occurs when a condition or requirement is applied equally to all groups of people but has a disproportionately adverse effect on one particular group.

Harassment is unwanted conduct related to 'protected characteristics' that has the purpose or effect of violating a member's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment is also unwanted conduct of a sexual nature which has that same purpose or effect.

Victimisation occurs when a member is treated less favourably than others in the same circumstances because he or she has made a complaint or an allegation of discrimination, harassment or bullying or given information regarding such a complaint or allegation.

This policy was adopted on: May 2023

Review date: May 2024

Environmental Issues Policy



1 The aims of this policy are:

- To support committees to put processes and policies in place to ensure their u3a is run in a way that actively aims to limit its impact on the environment.
- For members to take opportunities to inform themselves about environmental issues and the ways in which human activities contribute to waste, pollution and global warming.
- For members to consider ways in which they can minimise their own adverse impact on the environment.

2 Rationale

This policy has been drawn up to provide suggestions on how u3as might introduce environmental guidelines within their activities in order to make a positive contribution to sustainability and the environment, and also to help mitigate climate change. More specifically, the measures listed below can help local u3as to:

- address the concerns of members and wider society with regard to environmental issues
- encourage communication and dialogue on environmental issues within your u3a
- encourage a culture of awareness and a sense of responsibility within the membership with respect to sustainability and environmental issues
- provide information to members on how they might reduce their adverse impact on the environment
- minimise the environmental impact of organised u3a activities

3 Practical Measures

The following are suggestions to raise awareness and to minimise environmental impact. Please note that committee members and groups leaders have an important part to play in supporting these measures during the activities of the u3a.

- Consider appointing one member as an Environmental Officer to monitor environmental issues arising within the u3a.
- Arrange speakers on environmental topics for some monthly meetings.
- Wherever possible incorporate environmental concerns into planning and decision making.

- Consider the impact of activities which take place outside, in natural ecosystems e.g. walking and nature groups and how trips and holidays could be made more sustainable.
- Encourage the formation of climate and environmental groups within the u3a.
- Check whether venues operate environmentally responsible policies such as using local suppliers, and encourage them to do so.
- Ensure as far as possible that refreshments are served in an environmentally friendly manner e.g. using crockery rather than disposable cups and plates.
- Minimise waste and encourage reuse and recycling.
- Encourage travel to meetings and events by walking, car sharing and public transport where available.
- Conduct a survey of members to seek their views on climate and the environment and suggestions for measures which might be taken by the u3a.
- Make this policy available on your website and draw your members attention to it.
- Encourage dialogue on climate change issues with the wider population including e.g. younger people.

4 Definitions

Environmental issues: These are the often negative effects of human activity on the natural world, including climate change, pollution, drought and biodiversity loss.

Environmental protection is the practice of working to slow, halt or reverse this.

Climate Change: The UN defines climate change as referring to long-term shifts in temperatures and weather patterns. These shifts may be natural, but since the 1800s, this is primarily due humans burning fossil fuels. A **Climate Emergency declaration:** (or *declaring a climate emergency*) is an action taken by governments and scientists to acknowledge humanity is in a [climate emergency](#).

Health and Safety Policy



1 Purpose

This Health and Safety Policy should not be confused with safeguarding. Safeguarding is about protecting an adult's right to live in safety, free from abuse and neglect, whereas health and safety is about minimising or removing the risk of accidents and injuries.

2 Policy

The [Health and Safety at Work Act 1974](#) only applies to paid workers, although volunteers must still be protected from risks.

*Lymington u3a will ensure that reasonable care has been taken to avoid harming others and that participants are aware of the risks.

*Lymington u3a aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of u3a groups, monthly meetings and at events.

3. Insurance

Lymington u3a is covered by the insurance provided by The Third Age Trust. Further details about the insurance cover can be accessed on the u3a website. If any activities are being considered that Lymington u3a is unsure whether they are covered, they will contact the u3a Office for further advice. The Third Age Trust provides third party liability insurance, however extreme sports and high hazard activities may not be covered. Please check before running an activity.

4 Risk Assessments

Lymington u3a will ensure the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated. Lymington u3a is aware that some venues used for meetings/events may already have their own risk assessment. These should be reviewed and where mitigations identified, ensure they are actioned. For example, a venue may state that no more than 5 chairs should be stacked together and or nothing placed in the way of fire escapes. Where relevant, clear instructions and guidance should be provided to anyone who requires it. Further information, guidance and templates about risk assessments can be downloaded from the u3a website: www.u3a.org.uk/advice

5 Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the Chair/Vice-Chair of Lymington u3a should be informed as soon as appropriate. Where a u3a member is involved in an accident or incident while taking part in a u3a event Lymington u3a will ensure that those who witnessed the

event and were involved complete an incident report (template available to download from www.u3a.org.uk/advice). This must be completed and shared with those who need to have access to it, including the Committee Chair and kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

6 Lone volunteering

There may be occasions where u3a members are carrying out activities for Lymington u3a on their own. For example, opening a venue for a meeting, setting up for a meeting etc. Where this occurs the u3a member should ensure someone else knows where they are and when they should be expected back. The u3a member should also know who to contact in the event of an incident or accident and ensure they have, for example, their mobile phone with them and avoid activities at height, e.g. using a ladder.

6 Manual handling

All u3a members should think about manual handling in advance to avoid injury to themselves and others. Members should not carry out any manual handling tasks if they are not able to manage them and should ask for help from other u3a members.

7 Venues

Where Lymington u3a uses external venues who have their own policies and procedures and risk assessments Lymington u3a will ensure these are followed. This will include making sure all u3a members in attendance are aware of what to do in the event of a fire alarm/evacuation. If Lymington u3a is hosting an open day this will also include ensuring those who are not u3a members are also informed.

8 Related documentation

The following documents are available on the u3a website www.u3a.org.uk/advice to support u3as develop, approve and adopt this policy:

- Risk assessment templates – including templates for a range of different venues and activities including groups meetings at members' houses.
- Risk Management guidance
- Safeguarding Policy and Procedure Sample
- Insurance Cover Note 2023
- Insurance FAQs
- Insurance Overview
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Lymington u3a will ensure this policy is kept up to date and reviewed annually

Policy review date: July 2024