

OBAN u3a



NOTES FOR GROUP CONVENORS

November 2022
08/11/22

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1. INTRODUCTION

This document provides general guidance for u3a Group Convenors. As Oban's u3a is mainly a collection of interest groups, Group Convenors are vitally important – without them it simply couldn't exist. Being a convenor always involves a certain amount of organisational and administrative work, but the committee aims to keep this to a minimum.

This guidance is intended to help you address current issues you face, taking over the convenorship of an existing group or starting a new one. If you find it is not sufficient for your needs or there are any omissions or errors, then do not hesitate to speak to the Groups' Co-ordinator.

This document, forms and other documents are also available from the [Groups](#) folder in Dropbox.

All you do for our u3a is very much appreciated.

2. THE GROUPS COORDINATOR

The Groups' Co-ordinator is the first person a Group Convenor should consult if he or she has any questions about group matters. In particular, the Groups' Co-ordinator is the person who helps new groups to get started. The contact details for the Groups' Co-ordinator are shown at the end of this document.

The Groups' Coordinator will provide advice and help on group matters or will refer a convenor to someone else who can help. In turn, the convenor must keep the Coordinator informed of any changes made in the running of the group – changes of venue or meeting dates, for example, so that this information can be passed to whoever manages the website and to Committee members. It is particularly important to let the Coordinator know if the Group Convenor plans to step down or if the group is being wound up.

3. THE THIRD AGE TRUST

Our parent organisation is an excellent source of all kinds of information and material which you may find useful in your group activities – **See Appendix 6**. It publishes a Newsletter, *Third Age Matters* four times a year, and has a website www.u3a.org.uk, which you may wish to visit.

4. OBAN u3a

Oban u3a is affiliated to the national organisation, The Third Age Trust. However, Oban u3a is not a registered charity. It is run by an elected Committee in accordance with its own written constitution.

The elected committee comprises a Chairman, Vice-Chair, Secretary and Treasurer, who are the Officers. These are assisted by elected committee members who include the Membership Secretary, the Groups' Coordinator, and three committee members.

The Committee alone is responsible for the administration of your u3a organisation. It meets on the first Tuesday monthly.

5 FINDING SOMEWHERE TO HOLD YOUR MEETINGS.

Small groups often hold their meetings in a convenor's, or each other's, home. If this is not convenient, or the group is too big, rooms or halls can be hired in the area. When choosing a venue please give consideration to all the needs of members, including limited mobility, vision, hearing.

You will find a list of local venues and contacts in **Appendix 1**.

Risk assessment is in place at the following venues:

- Oban Library.
- Corran Halls.
- Church of Scotland Centre, Glencruitten Road.

When you hold your meetings is up to the convenience of you as Group Convenor and your group. However, do not schedule meetings which clash with the monthly membership meetings held on the morning of the first Tuesday of the month. When deciding which day to choose for your group meetings you must liaise with the Groups' Co-ordinator. In this way you will avoid meeting at the same time as other groups or at least avoid clashing with too many other groups.

6 RUNNING YOUR GROUP.

A group may be run as the convenor and members wish, within our u3a constitution, but the following advice may be useful.

Role of Group Convenor

The role of the Group Convenor will vary according to the type of group being run:

- following a structured plan that might involve some degree of guidance and tuition, e.g. computers or bridge.
- co-ordinating events and people, e.g. eating out, theatre visits.

The Group Convenor is responsible for the content, duration, and administration of the group's meetings. The venue, frequency and timing of meetings, and other housekeeping details should be discussed with the Groups' Co-ordinator prior to implementation.

Group Convenors should not feel that they have to do everything themselves. You can, at your discretion, allow a group member to assist with administrative tasks, e.g. maintaining a register of attendees, collecting money from attendees.

Leading groups on outings

Where the outing involves physical activity outdoors, e.g. walking, cycling, then please read the Outdoor Activity Checklist in **Appendix 7**. Additional Emergency Contact cards are available from the Groups' Co-ordinator.

Engaging members

Most people like to take an active rather than a passive part in what is going on. This can be as simple as conducting a question and answer session at the end of a talk.

Membership of group

To meet insurance requirements the Group Convenor should ensure that all members of the Group are members of our u3a. There are only two exceptions to this rule:

- prospective new members are allowed to attend one 'taster' session before joining.
- Carers or companions assisting a group member are not required to join the u3a.

- members of other branches of the u3a are welcome to attend on production of their membership card.

If in doubt please consult the Membership Secretary – contact details can be found in **Appendix 2**.

Attendance at meetings

The Group Convenor should keep a record of group members, with a note of members' telephone numbers and email addresses. In the event that a meeting has to be cancelled at short notice these details will be invaluable. (see 8. Communication With the Membership)

Should a Group Convenor have concerns regarding a group member, e.g. because of their physical and/or mental ability to participate in the group or their disruptive behaviour, he/she can ask that the member be excluded from the group. Prior to taking any action, the Groups' Co-ordinator must be consulted. If deemed appropriate and, subject to the discretion of the Committee, the member in question may then be asked to leave the group or in exceptional circumstances the u3a.

Participation in outings

For physical activities, e.g. walking or cycling, the Group Convenor has ultimate authority on who should participate. If the Group Convenor has any concerns regarding the physical or mental capacity of the participant then they must be advised that, on this occasion, they cannot take part. The Groups' Co-ordinator should be advised as soon as practically possible.

Forms

A copy of the Group Register, Accident Report Form, Expenses Claim Form, Hall Hire Form and the Outdoor Activity Checklist are included in this pack. Further copies can be found in the [Groups](#) folder in Dropbox or obtained from the Groups' Co-ordinator.

In the event of an accident

If, during a group meeting, an incident occurs which results in an injury to a member or damage to property an Accident Report Form must be completed as soon as is reasonably practical following the event and returned to the Groups' Co-ordinator. This will ensure that an accurate record is kept should there be further consequences, either medical or legal. You will find an example of an Accident Report Form in **Appendix 3**.

If an incident occurs in premises other than a member's home the appropriate official, e.g. landlord or safety officer, must also be informed. Members are covered by public liability insurance provided by The Third Age Trust while engaged in any u3a activity. See also Section 11.

Guest speakers

From time-to-time Group Convenors may wish to invite a speaker to address their group or speak at the monthly meeting. Prior to making any commitment you must contact the Groups' Co-ordinator. The expenses that may be paid to guest speakers are detailed in Section 7 "Money Matters".

Taking breaks

The Group Convenor should consider giving the group (and themselves!) a break or two during the year. If the meeting is late in the month, for example, then those groups can skip the December meeting to concentrate on celebrating Christmas and the New Year. Some groups may wish to take time off during the summer.

On a personal basis, you shouldn't feel that being a Group Convenor is an open-ended commitment. If you enjoy it so much that you want to go on indefinitely then that's fine, but running a group for, say, three years is a great effort and well deserving of a break. Once you cease getting some enjoyment out of it, then it is probably time to stand down. But please let the Groups'

Co-ordinator know of this in good time so we can try to find a replacement, and please be prepared to help us do this.

7 MONEY MATTERS

The u3a Committee, as Trustees, request that Group Convenors and anyone else handling money in connection with u3a activities should adhere to the following procedures. The paper trail of monies in and out must lead back to the Treasurer, who has the overall responsibility for money in our u3a. Group Convenors are not permitted to use their personal bank account for u3a expenditure.

Hall Hire

The maximum fee that any member attending a u3a Group meeting should pay is £2.50. If the size of the group means that this figure is exceeded, then the Treasurer should be advised. If necessary, the hall hire costs will be subsidised from general funds, limiting payment to £2 per member per meeting and the situation reviewed at the end of the next accounting period, i.e. June or December.

Alternatively, members pay one sum to cover a series of meetings (a session as it were) whether they attend all meetings or not. Some groups feel that this is more fair and also easier for them.

When booking a venue for meetings ask that the invoice is forwarded directly to the Treasurer - see **Appendix 2** for contact details. Please note that for hall hire in the Church of Scotland Centre the invoice will be automatically forwarded to the treasurer.

Collect money from the group members and forward it, together with the completed Hall Hire Form (see **Appendix 4**), to the Treasurer. If a group is meeting regularly, the monies collected should be forwarded to the Treasurer twice each year for the 6 month periods ending 31st December and 30th June. Please ensure that the money and forms are forwarded to the Treasurer before 23rd July so that these transactions can be included in the accounts for the year.

It must be stressed that the monies taken and the expenditure do not need to balance exactly. This will relieve group convenors of some worry.

Please note that Oban u3a is not a registered charity.

Hall Hire – heating costs

For some halls/rooms the cost of heating (and electricity in some cases) is not included in the fee paid for the room. At the Glencruitten Church Centre heating/electricity cards can be obtained from the Church Office and will be added to the invoice. Some halls have a meter that takes £1 coins (Victory Hall for example) or heating cards are purchased separately (Connel Village Hall). If coins are used or cards purchased directly the cost should be reclaimed using an expenses claim form (Appendix 5) rather than taking the money from the monies paid by members. This is necessary in order to separate income from expenditure in the accounts.

Meetings held in members' homes

An annual allowance of £20 may be paid to any Group Convenor who hosts meetings in their own home.

Refreshments at meetings

Arrangements for the provision/payment of refreshments at meetings is left entirely to the group to agree amongst themselves. However, the Group Convenor may wish to maintain a record to assist with the resolution of any queries.

Group Convenors' expenses

- Group Convenors are not required to pay any contribution towards hall hire fees.
- Group Convenors should not be out of pocket when preparing for group activities, e.g. photocopying, envelopes, stamps, or text books. If pages are printed at home, 5p per sheet may be claimed for black and white pages and 10p for colour. Claims for expenses should be submitted to the Treasurer.
- where materials are bought for use by the group members, e.g. materials for craft courses then the group members should pay the Group Convenor directly for these materials.
- if it is necessary to visit a site prior to organising a group excursion then a claim for expenses may be submitted.
- a mileage allowance of 35p per mile will be paid if it is necessary for a Group Convenor to use their car when making site visits.

Expenses paid to visiting speakers

Once the speaker's visit has been authorised by the committee, then expenses may be paid:

- payment of reasonable travel expenses. This will be at the rate of 35p per mile for travel by car, or standard-class rail fare, or bus fare (if the speaker is ineligible for free bus travel).

Equipment and materials expenditure

Expenditure in excess of £30.00 must be authorised by the Committee prior to the purchase taking place. Equipment purchased by a group becomes the property of our u3a, and needs to be identified as such. Details of any such purchases should be given to the Treasurer who will arrange its entry on the u3a Asset Register.

8 COMMUNICATION WITH THE MEMBERSHIP

Group Convenors have four means of communicating with the overall u3a membership.

- our website (each group has its own page on which details of each group's activities, coming meetings etc. can be entered);
- our monthly newsletter.

You can also:

- announce details of meetings/outings at the monthly meeting;
- take an opportunity to promote membership of your group by manning one of the tables provided at the AGM.

If you are unable to attend a monthly meeting or the AGM, please provide appropriate details to the Groups' Co-ordinator.

Privacy, keeping members' personal information and use of email

Group convenors should read and adhere to Oban u3a's Privacy Statement (see Appendix 8). In brief, the contact information of group members is confidential, and must not be shared without explicit permission. Groups may agree to share email addresses and/or phone numbers within the group but agreement from all members must be obtained by the convenor and recorded. If such agreement has not been established, all email communication must be BCC'd (blind copied) so that, if messages are forwarded to persons outside the Group or Oban u3a, individuals' email addresses will not then be included.

However, it may be more convenient, for the organisation of the Group, to CC (open copy) so that members can "reply to all". This can only be done if all members of a group have given their approval (this may be done by email) as discussed above. Group convenors should not keep personal details (email address, phone numbers, etc.) of former members of a group unless, of course, they give permission or remain personal friends.

9 MEETINGS FOR GROUP CONVENORS

From time to time the Groups' Co-ordinator will arrange an informal meeting of Group Convenors with members of the Committee to provide an opportunity to raise issues for discussion with committee members, meet fellow convenors, discuss best practices and share experiences.

10 HEALTH AND SAFETY

If your group meets in the Corran Halls, the Church of Scotland Centre or the Oban Library then a risk assessment has already been carried out. All you need to do at these venues is to ensure that the group knows where the emergency exits and the assembly points are in the event of fire.

If you are organising a meeting at another venue then contact the Groups' Co-ordinator for guidance.

11. INSURANCE

Every member of every u3a in the country is covered by an insurance policy taken out by The Third Age Trust. This is known as Public and Products Liability Insurance. It insures a u3a member against compensation claims arising from injury or damage to property suffered by a third party, or claims arising from the failure of a product, for which failure a u3a member is held to be legally liable.

This is only a brief description of the insurance available and is in no sense authoritative. The Third Age Trust has circulated to all u3as a short booklet of the available insurance cover and a copy of this can be supplied to any Group Convenor on request.

12. COPYING DOCUMENTS

You may sometimes want to copy or scan copyrighted printed material for use in your group activities. Through the Third Age Trust, the national body for all u3as, we have a CLA (Copyright Licencing Agency) licence that covers the use and copying of some copyright material.

In view of this, you are allowed to use single copies of written, theatrical, musical, artistic or photographic work in your group as long as this is accompanied by an acknowledgement of the source. The distribution of multiple copies may not be covered.

APPENDIX 1 – DETAILS OF LOCAL VENUES

1. CHURCH OF SCOTLAND CENTRE, GLENCRUITTEN ROAD

Facilities available:

| | |
|------------------|--|
| Meeting rooms: | to hold groups of 300 main hall, 50 Undercroft, 25 Gallery and 25 Ambo. All fully accessible apart from the Ambo Room. |
| Internet access: | available throughout the building |
| Hearing Loop: | now available with PA system in the Main Hall |
| Payment: | invoice automatically sent to the Treasurer |

2. OBAN LIBRARY

Facilities available:

| | |
|------------------|---|
| Meeting rooms: | 1 room, one holding 8 people Large screen to which devices can be connected for presentation (HDMI connection) |
| Cost: | no charge but may change in the future |
| Internet access: | available |
| Hearing Loop: | not available |

3. CORRAN HALLS

Facilities available:

| | |
|-------------------------|---|
| Meeting rooms: | depending on the seating arrangements the main hall can seat 500-650, the McCaig Suite 30-50, the Gaelic Suite 12-30 and the Café Bar and Studio Theatre 50-115 |
| Cost: | varies depending on day of week and time of day. |
| Internet access: | yes |
| Hearing loop: | yes, and PA available |
| Tea/coffee/biscuits: | available |
| TV and video equipment: | available for hire |
| Payment: | invoiced directly to the Treasurer. 20% discount |

4 GUIDE HALL

Facilities available:

Meeting rooms: to hold groups up to 100

Payment: ask that invoice be sent to the Treasurer

Please note that Oban u3a has its own projector and screen available for use at group meetings.

5 ROCKFIELD CENTRE

Facilities available:

Meeting rooms: to hold groups between 25 and 100

They also have a purpose built craft room, can supply teas and coffees, have a café and the best WiFi in the town.

They have a reputation for being expensive and are more costly than the Church Centre but they offer “bespoke rates” for regular bookings.

6 OTHER MEETING VENUES

Facilities that are being used or have been used are also available at Atlantis Leisure Centre, Lancaster Hotel, Victory Hall Benderloch, Connel Village Hall and St Columba’s Cathedral, Royal Hotel. Further details may be obtained from the Groups’ Co-ordinator.

APPENDIX 2 - COMMITTEE MEMBERS

Officers

| | | |
|-----------|----------------------------------|------------------------|
| Chairman | Robert Batty 07787 516341 | Obanu3aChair@gmail.com |
| Secretary | Anne Archer 01631 566276 | Obanu3aSec@gmail.com |
| Treasurer | Richard Bosworth 07553 867254 | Obanu3aTreas@gmail.com |

Committee members

| | | |
|----------------------|--------------------------------|-----------------------------|
| Groups' Co-ordinator | Position to be filled | Obanu3aGC@gmail.com |
| Membership Secretary | Graham Cameron 07808 922514 | Obanu3aMemSec@gmail.com |
| Speakers Coordinator | Rosemary Young 07713 251327 | rosemaryyoung@hotmail.com |
| Newsletter Editor | Penny Earle 07900 348924 | Obanu3aNews@gmail.com |
| | Joy Sullivan 07846 830346 | jsullivan308@btinternet.com |

APPENDIX 3 – ACCIDENT REPORT FORM

Name of injured party or property owner/address/telephone number.

Name/address/telephone number of any others involved.

| Date/time of accident/incident. | Location |
|---------------------------------|----------|
|---------------------------------|----------|

Circumstances of accident/incident.

Injury/property damage details.

Name/address/telephone number of person/people involved in the incident.

Witnessed by:
Name: 1. 2.
Address:

Telephone number:

Immediate action taken.

Details of any specialised assistance required at the scene.

Was any medical advice sought afterwards? If so give details.

Name of Group Convenor..... Telephone number.....
Signed.....(injured party/parties)
Signed.....(Group Convenor) Date.....

APPENDIX 4 – HALL HIRE FORM

GROUP NAME _____ **GROUP CONVENOR**

(Glencruitten Church Centre charges - **main hall** £10.00 per hour, **Undercroft** £7.50 per hour, **Gallery and kitchen** £7.50 per hour, **Ambo** £6 per hour)
 Money taken from members attending Group Meetings does not have to exactly match the cost of hall hire.

Will the cost of electricity cards be included the invoice? _____

If NOT the cost of cards or the coins used in the meter should NOT be deducted from the money collected from members but should be reclaimed using an Expenses Claim Form.

| DATE | COST HALL PER SESSION | COST ELECTRIC CARDS | TOTAL COSTS | NoS PRESENT | CHARGE PER PERSON | AMOUNT ENCLOSED |
|--------------|-----------------------|---------------------|-------------|-------------|-------------------|-----------------|
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| TOTAL | | | | | | |

To be used for the period 1st January – 30th June or 1st July – 31st December as applicable. Please forward completed forms and cash collected to the Treasurer. Use further forms as necessary.

APPENDIX 4 Cont. - Hall Hire Form, Period payment version

GROUP NAME

GROUP CONVENOR

Money taken from members attending Group Meetings does not have to exactly match the cost of hall hire. We should not have the intention of making a profit.

Will the cost of electricity cards be included in the invoice? _____

If NOT the cost of cards or the coins used in the meter should NOT be deducted from the money collected from members but should be reclaimed using an Expenses Claim Form.

DATES

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COSTS

| | |
|---|--|
| Hall Cost per Meeting | |
| Number of Meetings in Half-Year | |
| Cost of Electricity | |
| Total Cost of Hall and Electricity | |
| Number of Members | |
| Amount Charged per Member for the Half-Year | |
| Total Collected from All Members and forwarded to the Treasurer with this form | |

To be used for the period 1st January – 30th June or 1st July – 31st December as applicable. Please forward completed forms and payment (cash and cheques) collected to the Treasurer. Individual group members may pay by cheque payable to “Oban u3a”. The Group Convenor **must not** bank the funds and write a cheque in payment.

(Glencruitten Church Centre charges - **main hall** £10.00 per hour, **Undercroft** £7.50 per hour, **Gallery and kitchen** £7.50 per hour, **Ambo** £6 per hour)

APPENDIX 5 – EXPENSES CLAIM FORM

Oban U3A EXPENSES CLAIM FORM

Name:

Reason for journey or expenditure:

Mileage rate for journeys by car: 35p per mile
 Home photocopying and printing expenses are reimbursed at 10p per side for colour, 5p per side black and white
 Copying or printing done elsewhere (e.g. Library) should be claimed at cost and supported by receipt

| Date | Itemised details of expenses and/or journeys (including mode of travel and subsistence) | Mileage travelled by car | Travel and Subsistence Costs | All other expenditure incurred |
|--|---|--------------------------|------------------------------|--------------------------------|
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| | | 0 | 0.00 | 0.00 |
| Receipts should be attached where applicable (not VISA machine receipts). | | | | 0.00 |

Claimant Signature: **Date:**

APPENDIX 6 – RESOURCES AVAILABLE FOR GROUP CONVENORS

The Resource Centre. The Resource Centre is a collection of non-book materials such as slides, audio cassettes, CD-ROMS and DVDs on subjects studied by u3a members. This material is made available for short loan periods of three weeks to any Group Convenor or member who would like to use them in support of their study. The loans are free, as are the outward postage costs, and the borrowers are only required to pay the postage for returning the item at the end of the loan. The library of items in the Resource Centre has been built up during the last few years mainly with the aid of lottery grant funds. A catalogue of these items is available from the Resource Centre at resource.centre@u3a.org.uk or on the u3a website.

OpenLearn at the website openlearn.open.ac.uk (or from the OU's website).

The OU has put over 2500 hours of study material on the web, free over 400 units in 12 topic areas, Units take between 4 and 16 hours of study. u3a members can study them individually or as part of a group.

'SOURCES'. The Trust publishes an educational bulletin called *Sources*. It seeks to provide to u3a members information on how self-help learning is undertaken by other u3as and advice on learning and sources of information more generally. The magazine is also an important forum for the exchange of ideas on Learning Support.

National Subject Advisors. For many of the subjects studied by u3as there is a National Subject Advisor. These are subject specialists who are willing to share their knowledge and experience. They may offer a range of assistance including start-up leaflets, newsletters, study days, email consultations, etc and information volunteered by Group Convenors in other u3as.

Study Days. When resources permit, Study Days are organised on particular themes, which enable participants from u3as around the country to study aspects of a subject in depth.

Summer Schools. Each year The Third Age Trust organises one or more Summer Schools which again give u3a participants the opportunity to explore a chosen subject in some depth while enjoying a residential experience.

On-Line Learning. On-line learning courses specially written by u3a members are now available on a variety of subjects. This is a co-operative activity organised with the Australian and New Zealand u3as. Both tutored course and downloadable self-teaching materials are now included.

Learning Support Group. This is a recent development specifically set up to support differing learning structures and practices for different types of subject groups.

APPENDIX 7 – RISK ASSESSMENTS

RISK ASSESSMENT No. No. 1

| TASK Generic Risk Assessment of CoS hall | | | | LOCATION Gallery, main hall and Undercroft | | |
|--|--|---|-------------------------------|--|----------------------------|-----------------------------|
| OCCUPATION/GROUP | | | | REVIEW DATE | | |
| HAZARD | Who might be harmed and how | EXISTING CONTROLS | POTENTIAL for HARM (P) | LIKELIHOOD of HARM (L) | RISK RATING (P x L) | RISK High/Medium/Low |
| 1.a) heating b) lighting c)ventilation | Inadequate lighting increases the risk of trips and falls. Inadequate heating can lead to discomfort, hypothermia and/or pain. | Group convenor to ensure that heating, lighting and ventilation are suitable and sufficient for the purpose. Should any of this equipment fail then the Group convenor to inform the hall administrator as they are responsible for this equipment. In cold weather the group convenor must ensure that heating is on. In the Church Centre, heating is paid for by using electricity cards that are available from the church office. They should be obtained from the office before 1pm and charged to the account for the relevant u3a group. | 1 | 1 | 1 | Low |
| 2. Electricity | Electric shock from equipment. | Group convenor to ensure that all portable equipment in use has been thoroughly inspected and fit for purpose. | 3 | 1 | 3 | Low |
| 3.Lavatory facilities | A health risk may result from lack of soap, water, drying facilities or toilet paper. | Members should be advised that if supplies are inadequate in any lavatory, there are 5 lavatory rooms in the building and in 2 of them more than one lavatory. It is unlikely that an adequately supplied facility cannot be found. In extremis members should be advised that | 3 | 1 | 3 | Low |

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|---------------------------|---|---|---|---|---|-----|
| | | lavatories can be found at the neighbouring medical centre and at Lidl. Any inadequacy should be reported to the Church Centre Office at the next opportunity. | | | | |
| 4. Slips, Trips and Falls | Members may trip and fall over loose items or inappropriately positioned furniture. | The Group convenor shall inspect the floor for signs of damage or obstructions, and ensure that trailing cables (projector leads for example) are kept to a minimum and clear of attendees at the meeting. A power cable should not cross any area that may be crossed on the way to the exit! | 2 | 1 | 2 | Low |
| 5. First Aid | | The A suitable First Aid kit is situated in the kitchen area. | | | | |
| 6. Fire | Risk of death or injury due to fire or smoke. | It is a requirement that the Group Convenor shall maintain a register of those present and act as Fire Marshall. We must ensure that routes to all fire exits are unobstructed and free of obstructions and trip hazards. The Group convenor is responsible for the safe evacuation of the premises and after 1pm when the office is unmanned, contacting Emergency Services. | 3 | 1 | 3 | Low |
| 7. Food poisoning | If food and drink is to be consumed there is always a risk of infection. | The Group convenor shall inspect the kitchen, crockery and cutlery to be used and ensure that it is adequate and hygienic. They must also ensure that the items used are washed in the dishwasher after use. | 2 | 1 | 2 | Low |

| | | | | | | |
|----------------------|--|---|---|---|---|-----|
| 8. Furniture | Risk of injury from collapse of chairs or tables. Also of trips from inappropriately positioned furniture. There is also a risk of injury (sprains, strains and trapped fingers) from movement of furniture. This is a particular risk at the Church Centre where furniture is put away after use and taken out and set up by users. | Take care to set up folding tables correctly. Do not assume that any table left out by previous users is correctly assembled. Inspect tables and chairs for signs of damage; if found do not use inform the hall administrator. | 2 | 1 | 2 | Low |
| 9. Wheelchair access | | The Gallery, Main hall and Undercroft are suitable for wheelchair access but the Ambo is not. | | | | |
| 10. Safety briefing | | To be given by the Group convenor with regard to: New members | | | | |
| | | | | | | |
| | | | | | | |

FURTHER ACTION

1. Fire extinguishers are situated in the Main Hall and at the front door. These must **not** be used unless suitably trained
2. A suitable first aid kit is situated in the kitchen area. Should this be required then the Hall Administrator must be informed and the accident book completed when appropriate. Note. The Hall Administrator's office closes at 1300 hours.
3. A copy of the hall's risk assessment is on the main hall notice board.
4. Note: the Ambo (main stage) is not suitable for wheelchair access.
5. A venue daily checklist accompanies this risk assessment.
6. Ensure that fire escapes are readily accessible.
7. It is essential that Group Convenors ensure that all heating and equipment are turned off before departure including the urn and dishwasher. After 13:00 it is necessary to ensure that the building is secure on departure that ALL external doors are locked – unless another group is still using the Centre. Don't forget to return the key through the letter box!

| | | |
|----------------------|------------------|-------------|
| ASSESSMENT BY | SIGNATURE | DATE |
|----------------------|------------------|-------------|

Outdoor Activity Checklist

| | |
|--------------------------------------|--|
| Group name | |
| Walk, cycle or excursion name | |
| Distance | |
| Terrain type | |
| Date | |

| BEFORE YOU GO | | Yes ✓ |
|----------------------|--|----------|
| 1. | Provision of information to prospective walkers/cyclists. A. Location B. Distance C. Timing D. Linear/circular route E. Terrain F. Height and climbs involved G. Level of fitness required H. Appropriate footwear/clothing I. Toilet/refreshments on route J. What to bring – food/drink/compass/map/mobile phone K. Dogs permitted? L. Meeting point M. Public transport options N. Car parking facilities O. Need of walkers/cyclists to bring Emergency Contact cards | |
| 2. | Additional Excursion considerations A. Entry fees? B. Venue/guides booked? C. Wheelchair/disabled access? | |
| ON THE DAY | | |
| 1. | Check First Aid kit and, for remote walks only, 'Keep Warm Bag' | |
| 2. | Briefing before setting out: A. Route B. Duration C. Terrain | |

| | | |
|-----------------------------------|--|--|
| | D. Known hazards E. Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with group. F. Large group, sub-divide? G. Take a fully charged mobile phone (with credit) H. Can everybody cope with the planned activities? I. Be prepared to tell inadequately equipped walkers/cyclists not to go. | |
| 3. | Appoint a backmarker. | |
| DURING THE WALK/CYCLE RIDE | | |
| 1. | Stay at the front but make sure you can always see the backmarker. | |
| 2. | Set an appropriate pace for the level of walk/cycle ride | |
| 3. | Check the route frequently | |
| 4. | Count the number in the group frequently | |
| 5. | Stop in a safe place | |
| 6. | Look after the land and its flora and fauna | |

APPENDIX 8 - Oban U3A Privacy Policy

7th November 2022

Oban U3A (hereafter referred to as 'the 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 linked to the identity of an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you become a member of the U3A you are asked to provide personal information on your annual membership form. This policy pertains to that information (referred to as "information" or "data" in this document). This only includes:

- Name.
- Home address.
- Email address.
- Telephone number(s) landline and/or mobile.
- How you pay your subscription (cash, cheque or BACS).
- Membership of interest groups.

We will not collect, store or share any other personal data. Personal Information that we hold is managed by the U3A following GDPR regulations.

CONSENT TO STORE YOUR INFORMATION

On the membership form we ask you to explicitly provide consent for us to store and use your data. This consent enables our compliance with data protection legislation, including GDPR.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform the U3A of any changes to their personal information. You can do this by contacting the Membership Secretary at any time:

Email: ObanU3AMemSec@gmail.com

On an annual basis you will be asked to reaffirm and update your information, as required, via the membership renewal form. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership Secretary. We will usually respond within 28 days of the request being made.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

Full personal data will be stored for no longer than 3 years after you cease to be a member. Names of individual members may appear in minutes and other records but full personal information (as outlined above) will not be retained. There may be legal or insurance circumstances that require some information to be held for longer.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place a range of security safeguards to protect your personal information against loss or theft, unauthorised access, disclosure, copying, use, or unauthorised modification. These methods use industry-standard password protection, encryption and other methods to minimise the risk of data theft.

HOW DO WE USE YOUR PERSONAL INFORMATION?

This information can be accessed by committee members and group convenors (*authorised users*) who will use it:

- for administration, planning and management of our U3A.
- to communicate with you about U3A activities.

Personal data will not be used for anything other than u3a business. Under this policy, only *authorised users* will have access to these data, except when an *explicit agreement to extend sharing* (see below) has been agreed with an Interest Group. Data must not be made visible beyond Oban u3a.

DATA SHARING OUTWITH OBAN U3A

If you have chosen to subscribe to the U3A Trust magazines (*Third Age Matters* and *Sources*) you will have consented on the membership form to share mailing information externally for that purpose.

COMMUNICATIONS TO MULTIPLE INDIVIDUALS

Where messages are sent to multiple individuals, there is a risk that details of **all** recipients will inadvertently be made visible to **every** recipient. Such inadvertent sharing would be a breach of this policy. This is particularly true for email, which is currently the primary means of communication. (Telephone, post and text messages are typically used if email is not available, and the policy applies equally to them and any other means of communication).

Specific mandatory constraints for email

When using email to communicate with multiple members, the policy requires that they are addressed using “Blind Carbon Copy” (BCC) to render the recipient list invisible.

Explicit agreements to extend sharing

In some circumstances those with privileged access to the information may, with explicit written permission from every individual involved, share their information. This agreement must be recorded and stored.

For example, Group Convenors, experiencing consensus, may seek uncoerced permission from every member of a group to share contact information with all group members.

In the case of email, this might mean agreement to communicate by openly, using “To” and “Carbon Copy” (CC). In this case the Group Convenor will ask, by email, for the permission of each member to share their email with all members of the group.

Consent (recorded by email or other means) will be retained for as long as the individual’s membership continues. A member may withdraw from such an arrangement at any time.

This policy relates to information collected via the annual membership form and stored by the U3A. It imposes no constraints on other ways in which members share information from other sources, but further sharing will neither be demanded nor facilitated by Oban U3A.

Caution in extended sharing by email

If Members of an Interest Group decide to use open emailing (using CC or To), where all email addresses are visible to all recipients, there is a risk. Forwarding email could render addresses visible to third parties without the owner’s knowledge or consent. This could happen intentionally or

accidentally. Members of Groups must therefore not forward messages outside the Group or in any other way reveal another member's email address to third parties, outside the Group (including other U3A members). Such an arrangement relies on trust and disciplined behaviour by participants, which the U3A cannot guarantee. Group members agreeing to open emailing should be aware of the risks of forwarding outwith the Group.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on our website. This policy may change from time to time. If we make any material changes we will make members aware of this via the newsletter and our monthly meetings and will send the updated version to them by email.

CONTACT

If you have any queries about this policy (including suggestions for improvement), need it in an alternative format, or have any complaints about our privacy practices, please contact us:

Email: ObanU3A@gmail.com

Policy review date: for the AGM