

### Preamble

Ravenshead u3a has an active programme of trips to various venues away from Ravenshead. A risk assessment exists for these trips and it is expected that this will be referred to when trips are being organised and are taking place. However, accidents or someone falling ill can still happen. These notes provide guidance for people on a trip in the event of someone being injured or falling ill at any time from the start of a trip (e.g. getting on the vehicle immediately to departing from Ravenshead) to the end of the trip (e.g. getting off the vehicle following return to Ravenshead).

### Person(s) Principally Responsible for Taking Charge in the Event of Accident or Illness

When an accident or illness occurs, it is necessary to consider who should take charge. On a Trip by organised transport to a venue or venues, this will depend upon where the incident occurs as follows:-

- On the transport – the driver or their assistant takes charge.
- Within the boundary of the venue – venue staff/volunteers should take charge.
- Outside of the transport or venue – the trip leader takes charge.
- Outside of the transport or venue where the trip leader isn't nearby (e.g. where participants have been dropped off in town to go round at their leisure) – This will depend upon who is available.

Whoever takes charge, it is expected that others present who have relevant skills will work with them constructively and co-operatively.

### Obligations

It is worth stating that no-one is obliged in law to take charge when someone has an accident or falls ill but it is understood that human nature and the desire in most people to help, means that it would be rare indeed for everyone to pass by without offering assistance should someone need it.

### Action(s) to be Taken

It is difficult to outline the actions to be taken for every conceivable situation where an accident or illness occurs. Thus, the section offers some broad principles only. It is **not** a substitute for a first aid manual or training.

- **Serious injury, stroke, heart attack, someone unconscious or not coherent etc.** Don't hesitate, dial 999, explain the situation and ask for urgent help.
  - Note that, where someone is admitted to hospital, the transport company and Ru3a have no further responsibility for them other than, perhaps, to contact their family or other friends etc. who can take over.
- **Less serious injury or illness with the affected person conscious.** Ask them what help they need/want, e.g. just to rest and recover, first aid locally (if facilities are available), to be taken to a medical facility etc. If they want to be taken to a medical facility, dial 999, explain the situation and ask for an ambulance – note though that for non-urgent cases, this can take a long time. It may be better to call a taxi but only do this if the affected person agrees to pay for it as it is not the responsibility of Ru3a to pay for this. The transport company may

offer to take the affected person to a medical facility but this is not an obligation on their part.

- **Wherever possible and if necessary**, contact a family or friends as advised by them or ask to see their In Case of Emergency (ICE) card for further support.

It is important to understand that whilst Ravenshead u3a, the transport provider and/or the venue will, most likely, offer and provide help and support to someone who has had an accident or is suffering from an illness, this is on a voluntary basis. Individuals and their companions remain responsible for themselves, including financially.

### Approvals

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<b>Approved by :</b>	A I Bebbington	<b>Position:</b>	Safety Officer	<b>Date:</b> 21 Aug 2022	