

11 Accidents and Incidents

11.1 Emergencies

If an emergency incident happens during a Group activity or event, the Convenor should call the emergency services as soon as possible.

11.2 Reporting Incidents

Convenors must report all accidents and incidents to the Chair as soon as possible and complete an incident form. A copy of the form must also be provided to the Chair.

An Incident Report form is available on the RV u3a website (Contacts page) and a copy is provided as an appendix to this Handbook.

Any accident in the Theydon Bois village hall must also be reported in their accident book kept in the kitchen by the First Aid box.

11.3 Insurance

It is important to have an accurate record of all accidents and incidents in case of future problems relating to the incident. For example, if damage is caused to property by a member of the Group, take full details, as it may be the subject of an insurance claim.

The Third Age Trust provides insurance for Group activities, and although personal accident insurance cover is not provided by the Third Age Trust, the insurance does cover all u3a members. Further details (including excess levels) can be found on the u3a website and basic information is provided as an appendix to this Handbook.