

## **Appendix 1 Venue Risk Assessment**

- Is the access suitable for the group attending the activity?
- Is wheelchair access adequate?
- Is the area free from obstructions and trip hazards?
- Is there an emergency exit and is it unlocked?
- Are there appropriate directions signs to aid escape?
- Is there a fire alarm?
- Is there a fire extinguisher prominently placed?
- Is there emergency lighting?
- Is there a designated assembly point? Where is it?
- Is there an emergency procedure for the building? Do you have a copy?
- Is food being provided / prepared?
- Is the kitchen adequate and hygienic?
- Are food-safe cleaning materials available?
- Have you made a visual check on kettles etc.?
- Are the toilet facilities adequate and accessible?
- Is equipment being brought to the venue? Has it been safety checked?
- Is there a first aid box or is U3A to provide?
- Do you need to give a safety briefing to your group?

**NB On each attendance at the venue, check that nothing has changed since you carried out your original survey.**

Reviewed September 2017

## Appendix 2 Group Travel Risk Assessment

HAZARD	CONTROL MEASURES
<i>TRANSPORT</i>	
Ineffective planning and preparation	<p>Members to be briefed in writing.</p> <p>Members to inform group leader of any medical condition.</p> <p>Leader to carry charged mobile phone at all times – members to have leader’s phone number in writing.</p> <p>First aid kit to be carried on coach.</p>
Defective vehicle or unsafe driver	<p>Use only bona fide, reputable travel company.</p> <p>Leader to carry contact number for travel company.</p>
Dis/Embarkation of coach; collision with passing vehicle	<p>Safe location to be chosen for all stops.</p> <p>Members to be briefed verbally before leaving coach.</p>
Fall/slip/trip	<p>Aisles to be kept free.</p> <p>Luggage on overhead racks to be stowed securely. Members briefed verbally to take care on steps at beginning of journey</p>
Member lost or separated from group	<p>Head count before moving on.</p> <p>Members to have leader’s mobile phone number.</p> <p>Clear verbal briefing on board re: time and place of rendezvous.</p>
Impaired mobility	<p>Wheelchairs to be securely stowed in luggage compartment.</p> <p>Carer to accompany member at all times.</p>
Vehicle accident or breakdown	<p>Initial briefing: Aisles to be kept clear.</p> <p>Heavy hand luggage to be placed on floor.</p> <p>Seatbelts to be worn.</p> <p>Call police – no need to call all emergency services.</p> <p>Incident on motorway: if practicable, members to be evacuated IN SMALL GROUPS to beyond crash barrier. If off side emergency exit has to be used, leader or driver to supervise.</p> <p>Incident on normal carriageway – usually safer to keep members on coach.</p>

Fire	Fires on coaches usually start at the rear or in the middle. If at the back evacuate through front door, moving members from the back first. If in the middle evacuate in both directions from the middle, remembering that rear emergency exit is likely to be into the road.
<b><i>ACCOMMODATION</i></b>	
Fall/slip/trip/cuts/etc	Members to take all reasonable care and to report any problems to reception. Deal as appropriate with minor injuries
Fire	Members reminded before leaving coach to read fire regulations and emergency procedures.
Intrusion, theft	Members reminded before leaving coach to take normal precautions for their own safety and the security of their belongings
<b>SERIOUS ILLNESS, INJURY OR DEATH</b>	
Illness or injury	Call ambulance  Travel company to be informed and help sought from them.  Members to provide details before travel of any medical conditions, next-of-kin name, address and phone number.
Death	Call police. Police will contact next-of-kin.  Call travel company.

If you need any help in planning or fulfilling this assessment, please contact the Holiday Group Leader.

Reviewed September 2017

## **Appendix 3 Workshop Activity Risk Assessment**

### **Use of hand tools**

- Are tools sharp and in good condition? (e.g. no damage, splitting of handles, etc.)
- Electrical power tools
- Portable appliances tested?
- Double insulated?
- Visual inspection of leads and connections made?

### **Fixed machinery (lathes etc.)**

- Are electrical connections & wiring in good condition?
- Is the equipment suitably earthed?
- Are appropriate guards fitted and in good condition?

### **Personal protective equipment**

- Does the activity need the following:
  - Eye protection
  - Hearing protection
  - Dusk mask
  - Gloves
  - Safety shoes

### **Hazardous materials**

- Are the materials used hazardous (toxic, harmful, irritant, dusty, etc.)?
- Does the material require special precautions in use? (e.g. wearing protective equipment).

### **Workplace hazards**

- Are the floors free from trip hazards and escape routes clear?
- Are precautions in place to prevent or respond to fire?
- Does the activity require special precautions? (e.g. removal of jewellery, tying back of hair)

Reviewed September 2015

## **Appendix 4 Walk/ Ambling / Cycling Leader Checklist**

### **Before the event**

- Provision of information to members of the group
- 1. Location; 2. Distance; 3. Timing; 4. Linear / circular route; 5. Terrain
- 6. Height and climbs involved; 7. Level of fitness required;
- 8. Appropriate footwear & clothing; 9. Toilet / refreshment facilities en route;
- 10. What to bring – food / drink / compass / map / mobile phone;
- 11. Dogs permitted?; 12. Meeting point; 13. Public transport options
- 14. Car parking facilities
- 15. All need to bring an emergency telephone number and relevant medical details.

### **On the day**

- Check first aid kit and emergency blanket
- Briefing before starting
- 1. Route; 2. Duration; 3. Terrain; 4. Known Hazards
- 5. Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with group;
- 6. Be prepared to advise inadequately equipped members not to go.
- Appoint a backmarker

### **During the event**

- Stay at the front but make sure you can always see the back marker
- Set an appropriate pace for the level of the members
- Check the route frequently
- Periodically count the number in the group

Reviewed September 2017

## **Appendix 5 U3A Insurance**

### **Insurance cover provided through the Third Age Trust.**

#### **Public and products liability**

Indemnifies all U3A members against all sums you could become legally liable to pay as a result of:

- \* accidental injury or death of any person,
- \* accidental loss or damage to material property not belonging to you, which arises or is caused in connection with the business of the U3A.

*NB. Public Liability does not cover pure accidents where there is no legal liability.*

*Personal accident insurance is not provided within this policy*

#### **Money cover**

Indemnifies our U3A for these losses:

- \* a limit of £300 cash held in members' homes
- \* a limit of £1000 U3A cash in transit and at hired premises.

#### **Charity indemnity insurance**

This provides indemnity for the legal liability of a Trustee, or the Charity (our U3A), for loss resulting from any wrongful act of a Trustee.

We also have a policy covering loss or damage to the equipment we purchased on our lottery grant. This is separate from the policies provided by the Third Age Trust.

#### **Tour Operators liability**

This is the provision of cover should a Group Leader arrange a short study trip involving an over-night stay.

*NB. Holidays are not covered and should be booked through a bonded travel agent.*

Reviewed September 2017