

## **Additional Important Information**

### **Accidents.**

If a member should have an accident or become ill during a U3A event or activity, the Third Age Trust advises that the Emergency Services should always be called.

- Please ensure that you know the postcode of your venue when you ring the Emergency Services. These are listed in **Local Venues to Hire** – See *hyperlink*. Do not treat any but minor incidents.
- Always complete an Accident Report Form. See -“*Accident Report Form*” *hyperlink*. Further copies can be obtained from the Groups’ Coordinator. On completion give the form to the Wendover U3A Secretary; filed copies need to be kept for 3 years.

### **Equipment.**

Wendover U3A does have an equipment list although most of the items are for use at the monthly meetings. All the equipment has been PAT tested. If there is an item your group requires for a particular meeting you can check with the keeper of the equipment at [wend.u3a.equipment@gmail.com](mailto:wend.u3a.equipment@gmail.com) to see if such an item is available and to make a reservation if appropriate.

The custodian of the I.T. equipment for many years and over time has been expected to frequently set up and run the equipment for meetings. This is not what he volunteered to do and every group that uses the computers should have one or two people capable of doing this and playing DVDs. He can also be contacted to book equipment via the Contacts Page on the web site.

The instructions for setting up the equipment and running it should be in the case but they are now also on the Noticeboard page of the web site and on each computer’s desktop. *Hyperlink “Connecting the Computer to a Projector”*

**Licences / Copyright.** Advice Sheet 10 on Licences which covers photocopying, recorded music, dvds/videos and performance is the best document to read. [www.u3a.org.uk](http://www.u3a.org.uk) Document Download. Advice sheets. Please do not put any photographs on the web page or Newsletter that do not have a “Free to use Licence” U3A has to comply with copyright when duplicating /copying photographs and pictures.

**Insurance.** Wendover U3A is affiliated to the Third Age Trust and as such has the benefit of the nationally provided Public & Products Liability Insurance Cover. This policy protects all U3A members and includes “member to member” cover. This means that convenors are completely protected should there be a claim for damages following an incident in their group. This applies to incidents in

members' homes as well as in hired venues, subject to the normal test of legal liability.

A handout is available with more information on this from the Groups' Coordinator. Alternatively see Third Age Trust website [www.u3a.org.uk/advice/insurance-and-safety](http://www.u3a.org.uk/advice/insurance-and-safety)

**The Third Age Trust website** - [www.u3a.org.uk](http://www.u3a.org.uk) – is a fund of information. Do browse. We belong to the South East Region. The site is useful to find out what other U3As are doing, information about the summer schools, occasional seminars, material that can be hired for use by groups and much more.