

Additional Information

Incidents and Accidents.

Report all accidents and incidents to your Committee as soon as possible and complete an accident form. A template form is available on the Wendover website. It is as well to have an accurate record in case of future problems relating to the incident. Remember that the Third Age Trust provides insurance for groups activities.

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** u3asites.org.uk/files/w/wendover/docs/localvenuesforhire.pdf.

Do not treat any but minor incidents.

Always complete an Accident Report Form it is available from the website u3asites.org.uk/files/w/wendover/docs/toolkit-accidentform.pdf. It is advisable that all Convenors have one with their register. Copies can also 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.

Problem solving

Sometimes issues can arise within a group that disrupt the smooth running and spoil the enjoyment for everyone. Don't leave a problem too long before trying to resolve it. Talk to your Groups Coordinators or Committee if you are unsure how to resolve the problem or just want someone to explore options with.

In any organisation, complaints may occur from time to time and it is important that members know where to turn for help, advice and support, so that whatever the issue, it can be dealt with quickly, objectively and appropriately. Wendover U3A will follow the **Third Age Trust Grievance Procedure** if the need arises.

u3asites.org.uk/files/w/wendover/docs/grievanceprocedure.pdf

Safeguarding and the U3A

- Safeguarding is everybody's business
- U3As have a duty of care to their membership
- We all have a duty to safeguard people at risk

Accessibility

The venues have been looked at regarding Accessibility, see venues for more details.

Equipment.

Wendover U3A does have a variety of electronic and digital equipment which is available to borrow. All the equipment is regularly PAT tested. If there is an item your group requires for a particular meeting you can check with the Equipment Convenor at via the contacts page of the website to see if such an item is available and to make a reservation if appropriate.

The instructions for setting up the equipment and running it should be in the appropriate case but they can also be accessed via the website at u3asites.org.uk/files/w/wendover/docs/digitaldisplay.pdf

Licences / Copyright.

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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.

An insurance certificate is displayed on the Groups Board at the Main Meeting. For further details go to the Third Age Trust website www.u3a.org.uk/advice/insurance-and-safety

The Third Age Trust website - www.u3a.org.uk – is a wealth of information. Do browse. 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. Wendover U3A also belong to the Thames Valley Network u3atvnetwork.org.uk which host many more local study days.