



## The Activities Guidelines

To ensure that each activity taking place does so in a safe, pleasant, and supportive environment and that everyone benefits from the activity while experiencing the companionship of other members.

### Walk/Cycle Risk Assessment

Walking, Cycling,

### Venue Based Risk Assessment

Yoga, Tai chi, Art, Table tennis, Bridge, Board Games, Knitting, Sewing, Photography, Christmas Lunch, Cinema Trips, Theatre Outings, Music Concerts etc.

### Day Trip Risk Assessment

Train Journeys, BBQ, Photography Field Trips etc.

All activity groups should carry out a Risk Assessment at the beginning of each activity. A subsequent Risk assessment is only necessary if a route, venue, or convenor changes.

(A risk assessment is necessary as the insurance company expect u3as to take reasonable precautions through risk assessment checklists, and they use these as a basis of any claims made. If a member were injured, our insurance provider would ask for the completed risk assessment to be able to prove how the risk was identified. All groups should complete risk assessments to protect themselves. For most activities a checklist is sufficient. The Trust has provided model risk assessment checklist for different kinds of low-risk activities which u3as can adapt to their situations.

**(Please note this information was obtained from the Trust's Advice and support section for u3as)**

### **Group convenors are responsible for ensuring that:**

A register of participating members is taken at the start of each meeting. It is recommended that members of the group sign in each time they attend.

(Please view relevant form)

Any monies collected from group members relating to group expenses is properly accounted for using the appropriate forms. The group convenor may decide to delegate the collection of monies to a nominated group member, but it remains the convenor's responsibility to account for the monies paid in by group members, paid out in expenses and any resulting cash balance. This must be done at or after each group meeting.

(Please view "Financial Practice for Activity Groups" and The Income and Expenditure Sheet)



Members are informed in advance of the relevant information about the venue such as accessibility, parking, and travel arrangements if necessary.

They are equipped to deal with emergencies and can call for assistance if required. The group convenor needs to be informed of group member's emergency contact numbers if appropriate.

In the event of a minor accident or illness the group convenor with the injured or ill person's consent will decide on a course of action. The person should always be accompanied.

In the event of a serious accident, or illness the group convenor **MUST** contact the emergency services immediately.

First aid should only be administered under the direction of the emergency services, unless the condition is life threatening such as breathing difficulties or severe bleeding, then emergency measures should be carried out by any trained first aider preset.

In all cases of incident, accident, or injury an Incident Report must be completed and kept for a minimum of three years. U3as should not admit liability on the part of themselves or other members (particularly in the event of member vs member claims), even where they believe that this is the case. The insurers reserve the right to make this determination and would have the right to refuse cover if liability/fault had been admitted. In the event of a claim being submitted, it is important to let the Third Age Trust know straight away.

(Please view relevant Incident Form)

**(Please note this information was obtained from previous guidelines and from the Trust's Advice and Support section for u3as)**

All members of the ubu3a are paid up and are therefore covered by the Public Liability Insurance. An efficient way of checking this is to use the Beacon System. Guests are also covered for a maximum of two taster sessions in any activity before deciding to become a member.

Members are taking part in an activity at their own risk, and it is their responsibility to assess their ability to do so.

The following Guidelines are applicable to walking and cycling.

Group convenors are responsible for ensuring that:

A meeting point has been identified and that the planned route has been assessed to ensure that it is suitable for the group.

The relevant information regarding distance, walking or cycling pace or speed, terrain etc has been given to the group in advance. This is to ensure that members can assess their own ability to participate.



Members know to remain with the group unless they let the convenor know if they decide to leave the group event.

A front and back marker is appointed, and a high visibility jacket is worn on public roads.

Group members follow the instructions so that everyone remains safe.

There are toilets and refreshments available at the end of the event if necessary.

**(Please note this information was obtained from previous guidelines and from the Trust's Advice and Support section for u3as)**