

Thrapston & District



Learn, Laugh, Live

Registered Charity Number 1179593

Guidance for Group Leaders

Revised 10th October 2019
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Groups Co-ordinator

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1. Introduction

This document provides general guidance for U3A Group Leaders. The running of a group and its administration will vary greatly, depending on its needs. Group Leaders are vitally important. A U3A is mainly a collection of interest groups and without Group Leaders it couldn't exist. Being a leader always involves a certain amount of organisational and administrative work, but also quite a lot of satisfaction and enjoyment. This guidance is intended to help you address current issues you face, take over the leadership of an existing group or start a new one. If you find they are not sufficient for your needs, or there are any omissions or errors, then do not hesitate to speak to the Groups Co-ordinator. Thank you for volunteering. All you do for our U3A is very much appreciated.

2. The Groups Co-ordinator

The Groups Co-ordinator is the first person a Group Leader should consult if he or she has any questions about group matters and is, in particular, the person who helps new groups to get started. The e mail address of the Co-ordinator is groupsthrapstonu3a@gmail.com. Other contact details are shown on our Homepage under "Meet the Committee".

The Co-ordinator will provide advice and help on group matters or will refer the leader to someone who can. In turn, the leader must keep the Co-ordinator informed of any changes made in the running of the group. It is particularly important to let the Co-ordinator know if the Group Leader plans to step down or if the group is being wound up. Changes of venue or meeting dates must be reported to the Webmaster, so that s/he can update the website and to the Groups Co-ordinator, so that he/she can update his/her information files.

3. The Third Age Trust

Our parent organisation is an excellent source of all kinds of information and material which you may find useful in your group activities. It publishes a Newsletter, Third Age Matters, four times a year, and has a website www.u3a.org.uk which we recommend you visit. Members are advised to register and create an account to gain full access; the National subject advisors and Resource Centre (part of the Trust's Education and Resources department) are particularly useful for Group Leaders.

4. Thrapston & District U3A

Thrapston & District U3A is a member of the Third Age Trust, which is a registered charity. Our U3A is run by an elected Committee in accordance with its own written constitution. All elected committee members are automatically deemed to be trustees and must comply with the terms set down by the Charity Commission for the proper management of assets.

The elected committee comprises a Chairman, Vice-Chair, Secretary, and Treasurer, who are the Officers. These are assisted by elected committee members who include the Membership Secretary, the Groups Co-ordinator, the Speaker Seeker, the IT Operations Manager, the Newsletter Editor, the Publicity Officer, the Plaza Welcome and Registration Officer, the Short Courses Co-ordinator and the Equipment Manager. The Committee is responsible for the administration of your U3A organisation. It meets monthly.

Thrapston & District is a member of the Northamptonshire Network of U3As. Each year, conferences and workshops are organised which you may be interested in attending; an annual Group Leaders workshop has been found to be very useful and you may apply for funding from our Committee.

5. Recruiting members

Once a group is suggested, the Groups Co-ordinator will provide an 'Expressions of Interest' sign-up sheet. When the minimum number of members is recruited, an initial meeting is called when the time and day of meetings and basic objectives are agreed. Members can then be recruited for a group by promoting it in publicity materials, in our newsletter, on our website or at our monthly membership meetings.

6. Finding somewhere to hold meetings

Small groups often hold their meetings in the leader's home. If this is not convenient, or the group is too big, rooms or halls can be hired in the area. Some groups currently hire the Baptist Church, St. James's Church Hall, St. John's Ambulance Hall and Thrapston Town Council Offices.

When you hold meetings is up to the convenience of you as Group Leader and your group. However, please avoid holding meetings which clash with the monthly membership meetings, which are held on the morning of the third Friday of the month. Please view the group schedule on the website, to avoid meeting at the same time as other groups. It is important that members have a reasonable choice of which groups they may be able to join.

Do not sign any rental agreement for a venue yourself: pass it on to the Committee Treasurer to deal with.

7. Running your group

A group may be run as the leader and members wish, within our U3A constitution, but the following advice may be useful.

Role of Group Leader

The role of the Group Leader will vary according to the type of group being run. In some groups, leaders follow a structured plan that might involve some degree of guidance and tuition, e.g. computers or bridge, whilst in others the role is that of coordinating events and people, e.g. eating out, theatre visits. The Group Leader is responsible for the content, duration, and administration of the group's meetings. The venue, frequency and timing of meetings, and other housekeeping details should be discussed and agreed by the group.

Group Leaders should not feel that they have to do everything themselves. Group members should be willing, if it is appropriate, to take on some of the tasks of organising and running aspects of the group's functions.

The Group Leader should consider appointing a deputy leader. The only responsibility the deputy leader need have is to run the meeting on the odd occasion the group leader cannot attend. This ensures that there is no need to cancel a meeting at short notice. You can also, at your discretion, encourage a deputy leader to run a meeting occasionally under your guidance, which may help a possible successor to gain experience.

Engaging members

The Group Leader should engage members as much as possible in whatever activity is being practised. Most people like to take an active part rather than a passive part in what is going on. This can be as simple as conducting a question and answer session at the end of a talk.

In some study groups, there may be a variation from beginner to skilled/experienced member. The Group Leader needs to pitch the meeting content so that it is not too advanced for beginners yet does not bore the experienced member. Alternatively, you may feel it appropriate to run the meeting in separate streams or give extra tuition to the novice. Special attention in this respect also needs to be given to pacing the introduction of a new member into the established group.

Group Leaders should, from time to time, reflect on the quality of the experience being offered to those attending their group meetings, perhaps aided by a suitably worded questionnaire.

Membership of group

The Group Leader should ensure that all members of the group are members of our U3A. This is an insurance requirement. The simplest formal way of doing this is to send a list of your members to the Membership Secretary whose e mail address is membershipthrapstonu3a@gmail.com. Other contact details are shown on our Homepage under "Meet the Committee". The requirement can be relaxed if a nonmember who is eligible to join asks permission to attend no more than two meetings of the group to find out what goes on and whether he or she wants to join.

The Group Leader should keep, with individuals' permission, a record of group members, with a note of members' addresses, telephone numbers, email addresses and membership numbers as shown on membership cards.

GDPR: With effect from 25.05.2018, **General Data Protection Regulations (GDPR)** require U3As to implement data protection measures, in order to protect the personal data of their members against data loss or exposure. **U3A is required by law to comply with these regulations**. Group Leaders must, therefore, keep a record of their members which **must** contain:

1. The name of the member
2. His/her membership number
3. An emergency contact number (**I.C.E**), should accident, injury or illness occur **and, most importantly,**
4. The signature of the member, to indicate [A] that the information given is correct to his/her knowledge and [B] that the ICE contact has given permission for the number to be stored and that their e mail address may be stored by the Group Leader, used to contact them and shared with other members of the group.

Leaders should remind group members that they must inform them of any change to their personal details at the first opportunity. In the event of a member leaving an Interest Group, his/her personal details must be deleted as soon as possible from the Group Leader's records (both paper and electronic versions).

It is strongly recommended that Group Leaders use the ICE form provided in Appendix 5 and take this information, along with the Venue Risk Assessment, Record of Attendance and an Accident/Injury form to each of their Groups meetings.

Group leaders are advised that they should see proof of membership of any new member attending their group and note their details on the attendance register and their own record of group members. A record of attendance at all meetings should be kept, which should include membership numbers as shown on membership cards. An example of an **Attendance Record Sheet** is attached in **Appendix 3**.

Soon after the beginning of each membership year, it is important that new Membership Cards are seen by the Group Leader, and membership numbers noted

The group size will vary depending on the activity and the venue. Once a group declares it is full, the leader should inform the Groups Co-ordinator and, together, they should consider the possibility of establishing another such group. Group Leaders are requested to keep a waiting list to facilitate the formation of a new group.

Attendance at meetings

Any member unable to attend a group meeting should advise the Group Leader.

Any member who decides to leave the group should advise the Group Leader accordingly, so that their place may be available to someone else.

Any member who has not attended or been in contact with the Group Leader for THREE meetings may forfeit their place in the group, if the leader feels this is necessary.

Any member causing disruption in the group should be asked to leave that group. This is of course a matter for the Group Leader's discretion. In this event, you should advise the Groups Co-ordinator of the circumstances. If deemed appropriate, the U3A Disciplinary Policy and Procedure may be applied.

In the event of an accident

Group Leaders should encourage members to have an 'in case of emergency' contact number with them. This could either be in their mobile phone contacts list under 'ICE' or written on the back of their membership card, or if both parties agree, the GL may keep the contact number. It is a good idea to know the postal code of a venue, as emergency services may ask for it.

If, during a group meeting, an incident occurs which results in an injury to a member or damage to property an **Accident Report Form** must be completed as soon as is reasonably practical, following the event, and returned to the Secretary. This will ensure that an accurate record is kept, should there be further consequences, either medical or legal. You will find an accident report form in **Appendix 4**.

If an incident occurs in premises other than a member's home the appropriate official, e.g. landlord or safety officer, must also be informed. Members are covered by public liability and insurance through the National Office whilst engaged in any U3A activity. Please also see the section on insurance below.

Taking breaks

The Group Leader should consider giving the group a break or two during the year. Most groups meet once a month. If the meeting is late in the month, for example,

then those groups can skip the December meeting to concentrate on celebrating Christmas and the New Year. Some groups may wish to take time off during the summer.

Please, keep in mind that you shouldn't feel that being a Group Leader is an open-ended commitment that you are there forever. If you enjoy it so much that you want to go on indefinitely, then that's fine, but running a group for, say, three years, is a great effort and well deserving of a break. However, once you cease getting some enjoyment out of it, then it is probably time to stand down. But please let us know of this in good time, so that we can try to find a replacement, and please be prepared to help us do this.

8. Money matters

All groups are self-financing, and all members must pay their share of the group's expenses. This includes any start-up costs. This is the way most U3As run their groups and is the only really sensible way to do it, given that the costs involved can vary widely between groups.

The important rule however is that the leader should not end up out of pocket.

If the group meetings are held in a hired venue, then, at each meeting, the leader should put out a register of attendance and contribution sheet so that each member can sign in and pay some fixed amount of money to cover the hire of the room, the provision of any refreshments and the cost of any incidental expenses, such as postage, the leader may have incurred.

To cover any start-up costs, the Leader of a new Interest Group or Activity may contact the Groups Co-ordinator, or any member of the Committee to request a start-up grant of up to £25, stating what the grant would be used to purchase. If the grant is approved by the Committee, receipts for purchases must be sent to the Treasurer before any costs are reimbursed. If further costs are incurred, the members' contributions can be increased for one or two meetings to cover these, providing that this is explained to the members.

If a surplus is slowly accumulated by the leader, this must be given back to the group members in some way. This is usually done by occasionally having a meeting free of charge. Group Leaders are advised not to hold more than £50 in surplus money in their home.

There are financial and other risks involved when groups organise visits, theatre trips, etc. and the U3A produces guidance which helps organisers to minimise the risks. Due to insurance implications, Thrapston & District U3A **MUST** limit the number of packages to **TEN** per calendar year (1st January to 31st December). A "package" consists of any two of the following:

- Transport
- Entry tickets
- Accommodation

Currently, trips to the theatre are packages, as the cost includes the show ticket and the coach transport.

However, if a group organises a coach to take members to a venue, but the members pay their own entrance fee, then the trip is not classed as a package. If the tickets are purchased through the U3A, but members travel independently, this, too, is not a package. In these two cases, the trips would not count towards the limit of 10.

Any member who wishes to organise a trip or outing must submit her/his proposal to the U3A Committee for discussion. If it is approved, a member of the Finances sub-Committee will assist the member with the organisation of the trip and the management of expenditure incurred.

U3A policy is that the trip organiser must require those who plan to attend to pay in advance with cash or a cheque payable to Thrapston and District U3A. This money must then be lodged with the U3A Treasurer who will pay the venue with a U3A cheque.

Group leaders must not handle payments for trips through any other bank accounts.

Receipts must be provided for trip payments made.

The paper trail of monies in and out must lead back to the Treasurer, who has the overall responsibility for money in our U3A.

For a small group, with relatively limited expenses, the recording of the financial affairs need be nothing more than keeping the contribution sheets mentioned above. A group with rather more significant expenses needs to be a little more formal, because the members have a right to know where the money is going. Such a group may wish to consider appointing a treasurer, who keeps track of all monies and, once a year, provides a summary for the members' approval. The Group Treasurer should also be prepared to submit their annual summary to the U3a Treasurer for his/her approval and records, if the U3A Treasurer requests it.

The reason for these controls is that the U3A Committee members are also our U3A Trustees and are, technically, ultimately responsible for such accounts; so, they need to be aware of what they are committed to.

As stated above, all groups are self-financing. As all members must pay their share of the group's expenses, any purchase of equipment must be approved by the members of the group. Major expenditure on items of equipment valued at £50 or

more must have the approval of the group members and our U3A Committee. Equipment purchased by a group becomes the property of our U3A and needs to be identified as such. Details of any such purchases should be given to the Treasurer who will arrange its entry on the U3A Asset List.

9. Communicating with the membership

Group leaders have three means of communicating with the overall U3A membership: 1) our website 2) our newsletter, and 3) at our monthly membership meetings.

- 1) There is space on our website to describe each group's activities and list coming meetings etc. Please make the Groups Co-ordinator aware and/or contact the Webmaster to update the site.
- 2) Our Newsletter is published each month. Group Leaders are requested to provide their written content to the Newsletter Editor in time to meet the deadlines. The e mail address of the Editor is editorthrapstonu3a@gmail.com. Other contact details are shown on our Homepage under "Meet the Committee".
- 3) Group Leaders have an opportunity to promote membership of their group by manning one or part of one of the tables provided at each monthly meeting, if space is available.

10. Meetings for group leaders

The Groups Co-ordinator will arrange an informal meeting of Group Leaders twice a year to provide an opportunity to raise issues for discussion, meet fellow leaders, discuss best practices and share experiences

11. Health and Safety

If a group meets in a public venue rather than in a private home, the Group Leader needs to be aware of the Health and Safety regulations of the venue in which the group meetings are held. If you hold your meetings in a public venue, such as a Church or Community Hall, Library or Church rooms, make sure that a venue risk assessment is carried out. Although this may in practice mean no more than making sure the group knows where the emergency exits are and assembly points in the event of fire, identification of any potential obstructions and tripping hazards and availability of disabled access, it is important that this assessment is completed prior to the meeting.

To help you, a pro-forma **Venue Risk Assessment Checklist** is attached in **Appendix 1** which should be completed prior to use of the venue. When you arrive for your meeting, a **Day of Use Checklist** should also be completed to reassure yourself that everything is in place. A pro-forma of this Day of Use checklist is also attached in **Appendix 1**. If you have any safety concerns, then do not continue if they cannot be resolved at the time to your satisfaction.

For your convenience, you will also find in **Appendix 2, pre-prepared Risk Assessment Checklists for public venues** in Thrapston which are currently used by some groups.

Copies of all the Venue Risk Assessment Checklists, both open and pre-prepared, are available from the Groups Coordinator if you require them.

12. Insurance

Every member of every U3A in the country is covered by an insurance policy taken out by The Third Age Trust. This is known as Public and Products Liability Insurance. It insures a U3A member against compensation claims arising from injury or damage to property suffered by a third party, or claims arising from the failure of a product, for which failure a U3A member is held to be legally liable.

The Third Age Trust also provides limited Money Cover insurance, Charity Indemnity Insurance for trustees and Tour Operators Liability where a short study trip including an overnight stay is involved. It is recommended that any trip of over 24 hours' duration should be booked through a Tour Operator.

This is only a brief description of the insurance available and is in no sense authoritative. The Third Age Trust has circulated to all U3As a short booklet of the available insurance cover and a copy of this can be supplied to any group leader on request.

13. Copying Documents

The Committee of Thrapston & District U3A has purchased a licence from the Copyright Licensing Agency (CLA) which allows multiple photocopies from books, journals and magazines. Extracts can be up to 5%, one chapter or one article, whichever is the greater.

The licence does not allow multiple copies of maps, charts, newspapers or printed sheet music, including the words. However, you are allowed to use single copies of written, theatrical, musical, artistic or photographic work in your group, if this is accompanied by an acknowledgement of the source. The distribution of multiple copies is forbidden. There is no exception for educational purposes.

14. Resources for Group Leaders

The Third Age Trust seeks to provide **learning support** to the U3As in all their activities as they require, notably, support for their self-help learning. This learning support is coordinated by the Standing Committee for Education (SCE), whose role is to explore and articulate Third Age Learning. It has in recent years created several support services for use by U3As around the country.

Members and Group Leaders can seek advice and support locally from

- the Thrapston and District Website
- the U3A Committee members, by using the contact details which appear on our Homepage under “Meet the Committee”
- Committee members and Interest Group Leaders at the Monthly Meetings which take place on the third Friday of the month, from 10 to 12 a.m. at The Plaza, in Thrapston.

Members and Group Leaders can also seek advice and support on-line from the National U3A at www.u3a.org.uk. Once they have created an account or logged in, they have access to the following bank of resources:

- **The Resource Centre.** The Resource Centre is a collection of non-book materials such as slides, audio cassettes, CD-ROMS and DVDs on subjects studied by U3A members. This material is made available for short loan periods of three weeks to any Group Leader or member who would like to use them in support of their study. The loans are free, as are the outward postage costs, and the borrowers are required only to pay the postage for returning the item at the end of the loan. Find Resource Centre at resource.centre@u3a.org.uk or on the U3A website.
- **OpenLearn** at the website openlearn.open.ac.uk (or from the OU's website). The OU has put over 2500 hours of study material on the web free of charge, over 400 units in 12 topic areas, Units take between 4 and 16 hours of study. U3A members can study them individually or as part of a group. Since September 2018, this service has formed part of the Education and Resources department within the Trust and includes items such as educational downloads, TED talks and MOOCS, as well as U3A generated material, courses, research and shared learning programmes.
- **‘SOURCES’.** The Trust publishes an educational bulletin called SOURCES. It seeks to provide information to U3A members on how self-help learning is undertaken by other U3As, and advice on learning and sources of information more generally. The magazine is also an important forum for the exchange of ideas on Learning Support.

- **National Subject Advisors.** For many of the subjects studied by U3As, there is a National Subject Advisor, who is a subject specialist and who is willing to share his/her knowledge and experience. Advisors may offer a range of assistance, including start-up leaflets, newsletters, study days, email consultations, etc and information volunteered by group leaders in other U3As.
- **Study Days.** When resources permit, Study Days are organised on particular themes, which enable participants from U3As around the country to study aspects of a subject in depth.
- **Summer Schools.** Each year, the Third Age Trust organises one or more Summer Schools which again give U3A participants the opportunity to explore a chosen subject in some depth, while enjoying a residential experience.
- **On-Line Learning.** On-line learning courses specially written by U3A members are now available on a variety of subjects. This is a co-operative activity organised with the Australian and New Zealand U3As. Both tutored course and downloadable self-teaching materials are now included.
- **Learning Support Group.** This is specifically set up to support differing learning structures and practices for different types of subject groups.

Appendix 1a – Venue Risk Assessment Checklist

U3A Name	Thrapston and District U3A
Location	
Date	
U3A Interest Group	
Description of activity	

	Hazard	Yes	No	N/A	Comments
1	Is the access suitable for the group attending the activity?				
2	Is wheelchair access adequate?				
3	Is the area free from obstructions and trip hazards?				
4	Are adequate means of escape in case of emergency provided?				
5	Are there appropriate direction signs to aid escape?				
6	Is there a Fire Alarm?				
7	Is there emergency lighting?				
8	Is there a designated Assembly Point?				
9	Is there an emergency procedure for the building? Do you have a copy?				
10	Is seating always set out?				
	Is it a U3A responsibility, before and after the activity, to set out and remove seating?				
11	Is food/drink being prepared/provided?				
	Is the kitchen adequate, hygienic?				
	Are food-safe cleaning materials available?				
12	Are toilet facilities adequate and accessible?				
13	Is equipment being brought into the venue?				
	Has it been safety checked?				
14	Is there a First Aid Box or is U3A to provide one?				
15	Additional comments				

Signature

Position

Date

[RD 10.04.2018]

Appendix 1b Venue Risk Assessment – Day of Use Check

U3A Name	Thrapston & District U3A
Location	
Date	
U3A Interest Group	
Description of activity	

CHECK		Yes/No
1	Emergency exits unobstructed	
2	Emergency exits unlocked	
3	Fire extinguishers in place	
4	Toilet facilities open, clean; paper available	
5	Walkways free from trip hazards	
6	Kitchen facilities accessible and clean	
7	Kettle leads in good condition, free from wear and fraying, plug securely attached	
8	Refreshment materials available	
9	First Aid equipment accessible	
10	Safety briefing given: <ul style="list-style-type: none"> a. Emergency exits b. Assembly point c. What to do if fire discovered d. What to do if the alarm sounds e. Accident/injury reporting f. Location of toilet and washing facility 	
11	Other (specify)	
	Notes	

Signature

Position

Date

Appendix 2a. Baptist Church Risk Assessment

VENUE RISK ASSESSMENT CHECKLIST	
U3A Name	Thrapston and District U3A (N,Mathieson, March 2018)
Location	Thrapston Baptist Church NN14 4F (thrapston.baptist@gmail.com)
Date	
U3A Interest Group	
Description of activity	

	HAZARD	Yes	No	N/A	Comments
1	Is the access suitable for the group attending the activity?	Yes			
2	Is wheelchair access adequate?	Yes			
3	Is the area free from obstructions and trip hazards?	Yes			
4	Is adequate means of escape in an emergency provided?	Yes			
5	Are there appropriate direction signs to aid escape?	Yes			
6	Is there a Fire Alarm?	Yes			
7	Is there emergency lighting?	Yes			
8	Is there a designated Assembly Point?	Yes			
9	Is there an emergency procedure for the building? Do you have a copy?	Yes			Copies are available
10	Is seating always laid out?	No			
	Is it a U3A responsibility, before and after the activity, to lay out and remove seating?	Yes			
11	Is food/drink being provided/prepared?	Yes			
	Is the kitchen adequate and hygienic?	Yes			
	Are food-safe cleaning materials available?	Yes			
12	Are Toilet facilities adequate and accessible?	Yes			
13	Is equipment being brought into the venue?				
	Has it been safety checked?				
14	Is there a First Aid box or is U3A to provide one?	Yes			
15	Other (define) Use the reverse for further notes.				

Signature

Position

Date

Appendix 2b. St. James' Church Hall Risk Assessment

VENUE RISK ASSESSMENT CHECKLIST	
U3A Name	Thrapston and District U3A <i>(R,Davies 02.03.2018)</i>
Location	St. James' Church Hall NN14 4NP <i>(for bookings tel: 734775)</i>
Date	
U3A Interest Group	
Description of activity	

	HAZARD	Yes	No	N/A	Comments
1	Is the access suitable for the group attending the activity?	Yes			
2	Is wheelchair access adequate?	Yes			
3	Is the area free from obstructions and trip hazards?	Yes			
4	Is adequate means of escape in an emergency provided?	Yes			
5	Are there appropriate direction signs to aid escape?	Yes			
6	Is there a Fire Alarm?	Yes			In the Entrance Lobby
7	Is there emergency lighting?	Yes			
8	Is there a designated Assembly Point?	Yes			By St John's Ambulance Hall in car park
9	Is there an emergency procedure for the building? Do you have a copy?	Yes			In the Entrance Lobby
10	Is seating always laid out?	No			
	Is it a U3A responsibility, before and after the activity, to lay out and remove seating?	Yes			
11	Is food/drink being provided/prepared?	Yes			
	Is the kitchen adequate and hygienic?	Yes			
	Are food-safe cleaning materials available?	Yes			
12	Are Toilet facilities adequate and accessible?	Yes			
13	Is equipment being brought into the venue?				<i>Give details on the day</i>
	Has it been safety checked?				<i>Give details on the day</i>
14	Is there a First Aid box or is U3A to provide one?	Yes			Green First Aid kit is on worktop behind kitchen door
15	Additional comments				

Signature

Position

Date

Registered Charity Number 1179593

RD10.10.2019

Appendix 2c. St. John's Ambulance Hall

VENUE RISK ASSESSMENT CHECKLIST	
U3A Name	Thrapston and District U3A (S.Underwood, 15.03.2018)
Location	St. John's Ambulance Room, Thrapston NN14 3JL
Date	
U3A Interest Group	
Description of activity	

	Hazard	Yes	No	N/A	Comments
1	Is the access suitable for the group attending the activity?	Yes			Small step to side door available
2	Is wheelchair access adequate?	Yes			
3	Is the area free from obstructions and trip hazards?	Yes			
4	Are adequate means of escape in case of emergency provided?	Yes			
5	Are there appropriate direction signs to aid escape?	Yes			
6	Is there a Fire Alarm?				Fire extinguisher on wall
7	Is there emergency lighting?	Yes			
8	Is there a designated Assembly Point?		No		
9	Is there an emergency procedure for the building? Do you have a copy?		No		
10	Is seating always set out?		No		
	Is it a U3A responsibility, before and after the activity, to set out and remove seating?		No		
11	Is food/drink being prepared/provided?	Yes			
	Is the kitchen adequate, hygienic?	Yes			
	Are food-safe cleaning materials available?	Yes			
12	Are toilet facilities adequate and accessible?	Yes			
13	Is equipment being brought into the venue?				
	Has it been safety checked?				
14	Is there a First Aid Box or is U3A to provide one?	Yes			In the kitchen

Signature

Position

Date

Appendix 2d

VENUE RISK ASSESSMENT CHECKLIST	
U3A Name	Thrapston and District U3A <i>(S.Underwood, March 2018)</i>
Location	The Plaza, Thrapston NN14 4PS <i>(for bookings tel: 734673)</i>
Date	
Activity	Monthly Branch Meeting

	HAZARD	Yes	No	N/A	Comments
1	Is the access suitable for the group attending the activity especially for those with limited mobility?	Yes			
2	Is wheelchair access adequate?	Yes			
3	Is the area free from obstructions and trip hazards?	Yes			Cable cover over leads
4	Is adequate means of escape in an emergency provided?	Yes			
5	Are there appropriate direction signs to aid escape?	Yes			
6	Is there a Fire Alarm?	Yes			
7	Is there emergency lighting?	Yes			
8	Is there a designated Assembly Point?	Yes			Library car park
9	Is there an emergency procedure for the building? Do you have a copy?	Yes	No		
10	Is seating always laid out?	Yes			We lay it out
	Is it a U3A responsibility, before and after the activity, to lay out and remove seating?	Yes			
11	Is there a kitchen?	Yes			
	Is the kitchen adequate and hygienic?	Yes			
	Are food-safe cleaning materials available?	Yes			
	Has the kettle been visually safety-checked?	Yes			
12	Are Toilet facilities adequate and accessible?	Yes			
13	Is equipment being brought into the venue?	Yes			PA system, computer, Digital projector
	Has it been safety checked?	Yes			
14	Is there a First Aid box or is U3A to provide one?	Yes			On right above wash basin in kitchen
15	Does it have a sound system with an induction loop?	Yes			

Signature

Position

Date

2e – Thrapston Town Council Offices

U3A Name	Thrapston and District U3A <i>(R.Davies, 06.04.2018)</i>
Location	Thrapston Town Council Offices NN14 4JJ <i>(Tel: 01832 734673)</i>
Date	
U3A Interest Group	
Description of activity	

	Hazard	Yes	No	N/A	Comments
1	Is the access suitable for the group attending the activity?	Yes			
2	Is wheelchair access adequate?	Yes			
3	Is the area free from obstructions and trip hazards?	Yes			
4	Are adequate means of escape in case of emergency provided?	Yes			
5	Are there appropriate direction signs to aid escape?	Yes			
6	Is there a Fire Alarm?	Yes			
7	Is there emergency lighting?	Yes			
8	Is there a designated Assembly Point?	Yes			See Notice beside door
9	Is there an emergency procedure for the building? Do you have a copy?	Yes	No		See Notice beside door
10	Is seating always set out?	Yes			
	Is it a U3A responsibility, before and after the activity, to set out and remove seating?	Yes			
11	Is food/drink being prepared/provided?	Yes			
	Is the kitchen adequate, hygienic?	Yes			
	Are food-safe cleaning materials available?	Yes			
12	Are toilet facilities adequate and accessible?	Yes			
13	Is equipment being brought into the venue?				
	Has it been safety checked?				
14	Is there a First Aid Box or is U3A to provide one?	Yes			Green box and Defibrillator in kitchen

Signature

Position

Date

Appendix 3 - Group Attendance Record

Group Leader..... Group Name.....

Group Venue.....

Name	U3A No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date

Appendix 4 - U3A Accident Report Form

Witnessed by: Address: Telephone Number:	
Name of Member: Address:	
Name & address of others involved	
Date of accident:	Time of accident:
Location:	
Nature of accident/Circumstances:	
Injury details/Property damage:	
Action taken:	
Was any specialised assistance required at the scene? If so, give details:	
Was medical advice sought afterwards? If so, give details:	

Signed..... (Group Leader) Dated..... Telephone No.....

When completed, please return this form to the U3A Secretary as soon as possible.

Appendix 5 - GROUP LEADERS' LIST (I.C.E)

Group..... Group Leader.....

Venue Post Code..... Date.....

By signing this form, you are giving the Group Leader permission to store your e mail address and use it to contact you and share it with other members of the group.

Name	Membership Number	I.C.E Number	Consent Signature

Note: I.C.E. = In Case of Emergency. Please obtain permission to share.

Appendix 6 - Walk Leader Risk Assessment Checklist

(Source: U3A National Office)

Thrapston and District U3A	
Interest Group	
Date	Walk Name
Distance	Terrain Type

Before the walk		Yes ()
1	Provision of information to prospective walkers: a) Location b) Distance c) Timing d) Linear/Circular Route e) Terrain f) Height and climbs involved g) Level of fitness required h) Appropriate footwear & clothing i) Toilet/refreshment facilities en route j) What to bring – food/drink/compass/map/mobile phone k) Dogs permitted? l) Meeting point m) Public transport options n) Car parking facilities o) Need of walkers to bring emergency telephone numbers for next of kin and relevant medical details	

On the day		Yes ()
1	Check first aid kit & emergency blanket	
2	Briefing before starting out: a. Route b. Duration c. Terrain d. Known Hazards e. Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with group f. Be prepared to advise inadequately equipped walkers not to go but they must make the final decision	
3	Appoint a backmarker	

During the walk		Yes ()
1	Stay at the front but make sure you can always see the backmarker	

2	Set an appropriate pace for the level of walk	
3	Check the route frequently	
4	Periodically count the number in the group	

Signed

Position

Date

Appendix 7 - U3A Social Cycling (Source: U3A National Office)

The following is based on personal experience. It is guidance, not regulation.

Starting and running a Group

Convene an informal meeting of those interested. Keep it open and friendly. At the meeting, talk about the style of cycling you all want to do:

Is it road? Is it off road? What sort of distances are you happy with?

Is there going to be a regular programme or just occasional events?

Appoint a Group Leader/Convenor, but DON'T MAKE HIM/HER DO ALL THE WORK.

Recognise that **safety** is of overriding importance. If you can, adopt a simple, but not restrictive safety code (see safety guidelines below).

Don't even think about laying down rules about clothing, helmets or types of bikes.

Arrange a first ride and keep it simple. Don't be afraid of short rides – it's all about enjoyment. Make it clear that you are out for pleasure, not racing, nor taking intensive exercise. **If possible, include a coffee/tea shop** and also a **lunch stop**, if appropriate.

Try to get feedback from group riders during the ride; use stops to see how people are feeling. Don't wait to follow up after the ride, as the results won't be nearly as honest or meaningful. Try to get another ride organised, preferably with a different Ride Leader.

Insurance

As with all U3A based activities, Cycling is covered by the Third Age Trust's Public Liability Insurance Policy. This gives cover in the event of third party actions, including those within the group. It should be noted, however, that the insurance is not an accident insurance, and claims for personal injuries not resulting from the action of third parties are unlikely to be covered. Members requiring such protection will need to obtain their own accident insurance.

A Rides Programme

Share the workload. Even regular Leaders like to potter along in the middle from time to time.

Publish your programme to the group. For each ride, show:

- Date and start time,
- Whose ride it is (i.e. who's the Leader and a contact phone number).
- Meeting place.
- Length of ride (miles) and broad outline of route/itinerary.
- Give coffee/tea/lunch arrangements).

The programme should give the group's procedures for letting Leaders know that a member is joining the ride.

The decision whether a ride goes ahead should rest with the Leader.

Safety

CYCLING IS NOT, OF ITSELF, DANGEROUS. But we all owe a duty of care to others and we all need to obey the rules and be safe.

All those participating in a U3A ride do so at their own risk. Only members of the U3A are covered by U3A liability insurance.

Before taking part in a ride, please ensure that you have a safe, roadworthy machine. Suitable clothing is recommended. **Helmets are not obligatory; they are a personal choice.** Please carry a spare tube and/or a puncture repair outfit and a pump. It is recommended that lights are carried, just in case delays mean that you run out of daylight.

Safe Cycling Guidance

- Ride safely, following the Highway Code at all times.
- If you are riding in a group, follow the instructions of the Leader at all times. Do not pass the Leader unless he/she agrees.
- If you become separated from the group, do not take any risks in catching up. The group will wait for you.
- Riders should ride not more than two abreast. Often, riding in single file is safer. If there are a lot of riders (say 6 or more) in the line, cycle in small groups (3 or 4) and leave gaps between groups to let overtaking traffic come in if necessary.
- Riders should not ride too close to others who may not be used to riding with you.
- Shout warnings (e.g. "Car behind!" or "Horses ahead!") and signal riders if there is a danger in the road.
- Let other riders know well in advance if you intend to stop; shout "Stopping!" loudly.
- Take care on all lanes, looking and for other users, including walkers, horse riders and cars.
- Take extra care at junctions and when crossing main roads, stopping to ensure that it is safe. Make your own decisions to proceed.

When you are out on a group ride,

- make it clear that you are out for pleasure, neither in a race, nor taking intensive exercise.
- Always wait at the top of hills for those who are slow and give them a chance to catch their breath before carrying on.
- If you get spread out, take care not to "drop" people when you turn left or right.
- Make certain that those behind know which way the ride has gone. Leave someone at the junction if necessary.
- If the group exceeds, say, 6 riders, always have a back marker. The back marker's function is to ensure that no-one gets left behind. Ideally, the back marker should be one of the more confident and competent riders.
- Mobile phones are very useful, so that the back marker can contact the Leader in case of need.

Organising a short cycling break away

A short break away with members of your Cycling Group can be a very pleasurable activity. The essence is: **“Keep it simple”**.

- How long? Four days (say, Monday to Thursday) gives the opportunity for a variety of rides.
- Have one Leader.
- Have the riders predetermined before the event.
- Have routes well documented.
- Try for variety in length and terrain.
- The party should arrange its own accommodation; don't give the job to one person.
- If you are going to meet up in the evening, pre-book the venues. Months in advance might be necessary.
- Have fun.

Maps

Good maps for your rides are a necessity. Ordnance Survey Landranger series (1:50000) are OK for cycling. The more detailed Explorer series (1:250000) are better, although you'll probably need more of them. There are many other paper maps available, such as the Goldeneye products.

Ordnance Survey and Sustrans (the sustainable transport charity) both have online mapping facilities. These are:

<http://www.magazine.ordnancesurveyleisure.co.uk/magazine/tscontent/editorials/getamap> and <http://www.sustrans.org.uk/> Sustrans maps are free.

Other online mapping facilities are provided by MemoryMap and Anquet maps.

If you copy maps, please take care not to infringe copyright. Broadly, you are OK if you are copying for your own personal use but, beyond that, it can be difficult.

LJ 27/4/12 (Revised 20/2/16, 31/1/17)