

ACCIDENT POLICY

Wollaton u3a Policy for Recording and Reporting of Accidents taking place during u3a Activities

Any accident occurring during a u3a organised activity must be reported to the management of the venue where the accident occurred and recorded in the venue's accident book.

The activity organiser should also inform Wollaton u3a Chair by email of any accident or injury occurring on an activity organised by the u3a.

It is essential that an **ACCIDENT/INCIDENT FORM** is completed immediately and forwarded to the Chair as soon as possible

If the accident occurs away from a venue (e.g. on a walk organised by one of the u3a's Walking Groups), the following applies:

Group Convenors should maintain a notebook in which details are recorded of any accident or incident that occurs to a group member whilst on a u3a external activity. An **ACCIDENT/INCIDENT FORM** must then be completed immediately upon completion of the event and forwarded to the Chair.

This form should be kept by the u3a Secretary for a period of 3 years, in case of a claim against u3a insurance, even if a claim appears unlikely.

Policy approved by Committee 15th Feb 2024

Review due Feb 2027