

# Hucknall and District U3A Risk Management Policy

Hucknall and District U3A (hereafter 'the U3A') considers Risk Management to be part of its internal control and governance arrangements and acknowledges that efficient and effective management is important in achieving its charitable objectives.

The U3A reviews potential risks and has systems and procedures in place to mitigate these and minimise the potential impact should any of them materialise.

## **GOVERNANCE**

Where appropriate, the U3A follows guidance from the Charity Commission and the Third Age Trust as regards best practice in terms of financial, legal and regulatory matters.

Insurance policies are secured as recommended by Third Age Trust.

Licences and permits are secured as recommended by Third Age Trust.

## **PERSONAL SAFETY**

Members must accept personal responsibility and are required to act in a manner which does not place at risk the health or safety of themselves or others.

Some group activities are inherently more dangerous than others and Group Leaders are encouraged to do Risk Assessments which are appropriate to their group. Risk Assessment checklists are available on the U3A website which may offer some guidance in this regard.

Members who have concerns regarding personal safety should raise the issue with the Group Leader or Business Secretary as most appropriate as soon as possible.

## **ACCIDENT REPORTING**

In the event of an accident during a U3A activity it is important that the circumstances are recorded as soon as possible and reported to the Business Secretary using the form available on the U3A website.

## **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available on the website. This policy may change from time to time. Any material changes will be notified to members through the website, the newsletter, or the monthly members' meetings.

<b>Risk Management Policy</b>		
<b>Version</b>	<b>Description of change</b>	<b>Date</b>
1	Policy issued	4 <sup>th</sup> Jan 2023
1.1	Risk Assessment templates & Accident form moved to website, policy document amended accordingly. Governance section precedes Personal Safety section. Group Leader added as first line of contact in Personal Safety section.	Dec. 2024