

Accident or Incident During a u3a Activity?

A Quick Guide for Saxon Shore u3a Members

While we all hope our activities run smoothly, it's important to know what to do if an accident or incident occurs. Following these simple steps will help ensure everyone's safety and that any necessary records are completed.

Step 1: Respond to the Immediate Situation

Stay calm and assess the situation.

- If someone is injured, unwell, or in immediate danger, call **999** immediately.
 - Take reasonable steps to ensure the safety of everyone present.
 - Remove any immediate hazards if it is safe to do so.
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Step 2: Provide Assistance

- Give first aid if you are qualified and able to do so.
 - Arrange support for anyone affected.
 - If permission has been given, use the member's emergency contact details held on Beacon to contact a relative or nominated person.
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Step 3: Record What Happened

As soon as possible, make a written record of:

- ✓ Date and time
- ✓ Location
- ✓ Names of those involved
- ✓ Witness details
- ✓ What happened
- ✓ Any action taken

If Property Has Been Damaged

Also record:

- ✓ What was damaged
 - ✓ How the damage occurred
 - ✓ Owner's contact details
 - ✓ Photographs (if appropriate)
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Step 4: Report the Incident

- Follow the accident reporting procedure of the venue being used, if applicable.
- Inform the Saxon Shore u3a Committee as soon as practical.
- Complete a **u3a Incident Report Form**.

Forms are available from both the Saxon Shore u3a website and the national u3a website.

Step 5: Insurance and Follow-Up

Keep all records securely in case further action or an insurance claim is required.

The Third Age Trust provides insurance cover for approved u3a activities. Although personal accident insurance is not included, approved u3a activities are covered under the Trust's insurance arrangements.

Further details can be found on the Saxon Shore u3a website and the national u3a website.

Understanding the Difference

Accident

A specific event resulting in injury to a member that requires medical attention or intervention.

Incident

An unplanned event that does not result in physical injury but may involve property damage, inappropriate behaviour, or a situation that could have led to an accident. Recording incidents helps us identify risks and prevent future problems.

Remember...

If in doubt, report it. Recording accidents and incidents helps protect our members, supports insurance requirements, and contributes to the safe running of Saxon Shore u3a activities.