

Beeston u3a Procedure for Recording and Reporting of Accidents taking place during u3a offsite activities

August 2022



Any accident occurring during a u3a organised activity must be reported to the venue where the accident occurred and recorded in the venue's accident book. The activity organiser should also inform Beeston u3a Chair by email of any accident or injury (other than minor) occurring on an activity organised by the u3a.

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

Group Leaders should maintain a notebook in which brief details are recorded of any accident or incident that occurs to a group member whilst on a u3a offsite activity.

This should record:

- Date and location of the accident/incident
- The person's name
- Details of any injury/damage sustained
- Immediate action taken/ treatment given
- Any ongoing medical treatment reported later

This record should be kept by the group leader for a period of 3 years, in case of a claim against u3a insurance, even if a claim appears unlikely. As with onsite accidents and injuries, Beeston u3a Chair should be informed by email of the details.

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