

U3A Medium walking group taken from the hand book

Penrith and North Lakes U3A encourages members to carry health and medication details in their wallet or purse together with names and phone numbers for emergency contact. (See form **Annexe G**) Such medical details are carried principally to inform medical professionals. In case of a worrying accident or illness, a convenor's first thought should be to call the emergency services. There is no expectation that a convenor or anyone else in the group will be trained in first aid, though help may be given in emergency situations to the best ability of fellow members.

Convenors should know the postcode for regular meeting places and for destinations on outings. This helps emergency services.

All accidents and incidents should be reported to the Committee or Groups' Coordinator as soon as possible and an accident/incident form completed. A template form is included as **Annexe A** (and also on the National website). It is as well to have an accurate record in case of future problems relating to the incident.

Please report to the committee any seriously worrying incident even if nobody was actually injured. This is important and has led National Office in the past to advise against using a particular company for example.

When joining activities out of doors, it is the responsibility of individual members to be suitably equipped, with warm and waterproof clothing and stout footwear where necessary,

It is the policy of our U3A that convenors should keep a register of members attending each meeting. In situations where a group may become dispersed, this list of who is in the party enables checks to be made at assembly points, or can be used in other emergency situations.

Names and contact details for Covid19 Track & Trace should also be kept. (as long as this remains a requirement.)

Where groups use a venue such as a village hall, convenors should satisfy themselves that it is safe. The Third Age Trust's "Venue Risk Assessment Checklist" and "Venue Checklist - Day of Use" (**Annexe B and Annexe C**) can be used for this purpose as well as helping to ensure that the venue is suitable for the Group's needs. Any Covid19 requirements of the venue should also be followed as well as pnlu3a Covid-19 protection protocols (**Annexe M**)

The above paragraphs apply to all groups. However, some groups where there is more risk involved, would need a more detailed consideration of risk.

General Principles – walkers and other outdoor groups.

- Members of U3A participate at their own risk.
- Walkers/members should be confident that the proposed route is well within their physical capabilities – even if the weather deteriorates.
- Walkers/members should be properly equipped, with suitable footwear, waterproofs and a picnic. A hot drink is a good idea in winter.
- The route will have been researched by the leader, but changes may need to be made on the day if weather conditions change.
- No one in the group has been trained as a leader or in first aid. In an emergency, help will be given to the best abilities of fellow members. Members should consider carrying a first aid kit for their own use.
- Guests are permitted to join one walk before needing to join Penrith and North Lakes U3A. On this “taster” walk they accept all the conditions that apply to members. A Carer is also allowed to attend.

Before the walk or activity

The Convenor will normally contact members with details of the walk or activity and what it involves, including any potential difficulties. The meeting point, timings, car sharing and arrangements in case of poor weather also ensures members know what to expect and how cars might be shared (if appropriate).

On the day

Responsibility for their own safety rests with members. When walking they must maintain contact with the group at all times, not take risks and must alert others if a problem does occur. If they need to stop for any reason they should let at least one person in the group know so that the group can react appropriately. Normally there would be a front & backmarker for walking groups, and other groups should make their own arrangements (eg regular meeting points) to ensure that no-one becomes unintentionally separated.