



Southwell U3A

Welfare Policy

Introduction

Southwell U3A is committed to ensuring that all its members are appropriately cared for when engaged in U3A activities. This care includes endeavouring to ensure physical and emotional well-being and safety of all members including those with physical disabilities.

At the monthly meeting, for example, a large team of Welcomers, who fulfil a variety of roles, is part of our strategy for ensuring that all members, new and long standing, find the atmosphere welcoming and friendly. The smaller group activities engender a feeling of warmth and belonging, where group leaders strive to ensure that no-one feels left out or alone.

Accidents

In the event of an accident during a U3A meeting or activity, it is important that, if possible, a qualified first aider is consulted before taking any action regarding the casualty. Staff at the current venue for our monthly meetings are well qualified. In the event of a serious situation, the emergency services should be contacted for advice.

All group leaders are issued with blank accident forms which are also available on the website. An accident form must be filled in by the group leader or committee member and signed by a named witness at the time of the accident.

After completion, these should be returned to the **Welfare Secretary**.
The WS will keep an accident file to be made available at every committee meeting.

Group leaders should make clear to members that they themselves are not qualified to treat injuries and in the event of an injury sustained during a group activity, the injured party should accept responsibility for any treatment offered.

Health and Safety

A **Welfare Secretary** is appointed from the committee. The WS has responsibility for leading a group of members, known as Welcomers, who attend the monthly meeting to greet both new and existing members and who are alert to issues of Health and Safety. Welcomers are identified by their pink sashes. The WS will inform the committee of any issues of safety in relation to the monthly meeting venue and the matter will be taken up with the venue operator. The WS should try to ensure that appropriate action is taken in the following instances:-

Members with physical difficulties

The WS, along with the help of our Welcomers, will be watchful for those members who have any difficulty in accessing the venue, getting to meetings, hearing or seeing the speaker etc. The WS will alert the committee if special arrangements are required and try to ensure that everything possible is done to help these individuals.

If a member requires more than nominal assistance, they may bring their own carer who will be covered by P&P liability insurance while they are with the disabled member. The only exception to this is a 'professional' carer who would have to be covered by an individual liability policy.

Members with additional needs

We will encourage particularly vulnerable adults to be as active as possible and contribute as much as they can. If they require additional assistance for their needs, they must be accompanied by an adult carer of their choice who is capable of assisting them to participate in the chosen activities, thereby ensuring their safety, comfort and well-being. A carer accompanying a vulnerable adult to meetings does not have to be a U3A member and will not be charged for attending U3A meetings.

Death or illness of a member

Given the age profile of members, instances of illness and death are unfortunately quite possible. The committee is keen to ensure that our U3A shows concern and care for members who are ill and for their families, in the case of a death. In such an eventuality, the WS will take appropriate action if the individual concerned is a member of the committee, or the welcoming team. Given the size of the membership, it is unlikely that the WS will be aware of all such events amongst the larger membership body.

Members are asked to let either the WS or a member of the committee know if they become aware of the illness or death of a member. The relevant group leaders can then be made aware of the situation and be encouraged to take appropriate action on behalf of the group and U3A

Examples of appropriate action could include an email message, a telephone call or a card sent on behalf of the members of a group. Any such action to be determined by the group leader and dependent upon the particular situation.

The WS should be informed of any such action to avoid duplication and to ensure a degree of consistency of practice.

If, for any reason, the Welfare Secretary is unable to carry out the above responsibilities, then the WS should inform the Chair so that the duty can be fulfilled by them or another nominated committee member.

Insurance

Southwell U3A subscribes to the Public and Products Liability Insurance arranged by the Third Age Trust which indemnifies all U3A members against all sums they could become legally liable to pay as a result of:-

accidental injury or death of any person
accidental loss or damage of material or property not belonging to a member, which arises or is caused in connection with U3A business.

This is not a personal insurance and would only apply in cases where negligence could be proved.

Venues that are used for groups should also have their own insurance but Group Leaders should also be vigilant to all H&S issues and report any problems to the WS or a member of the committee..

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