

## **u3a Bromley Accident Recording - Guidance**

The u3a Bromley Committee have been made aware of a few minor accidents which occurred in different Interest Groups recently. Fortunately, no one was badly hurt or injured but we think it is timely to review our procedures and to update guidance for all.

Our u3a Certificate of Insurance covers us for what we do providing we are not seen to be negligent. Common Sense will dictate much of this too.

This is what you need to know as a Group Leader or a witness to an accident involving a Member during u3a Bromley activity.

- **When meeting in public venues like Theatres, Church Halls, Sports and Social Clubs etc you should use the venue's Accident Book recording procedures at the time (not retrospectively) and the Group Leader will be responsible for deciding what other action is taken including the medical needs of the injured person and whether the Committee needs to be informed.**
- **For physically active Groups like Walking, Golf, Tennis, Disco, Country Dancing, Keep Fit etc we should use the venue's Accident Book recording procedures similarly, take into account the needs of the injured person and decide if the Committee should be informed.**
- **For Groups meeting in people's homes, there is a short form for reporting with guidance notes on the u3a Bromley Website.**
- **For external outings, e.g. out walking or on a visit and not at any venue, the Group Leader needs to have a list of people attending and their contact numbers and perhaps details of any known major medical conditions. They may use the short form for reporting as practicable.**

In addition, it might be obvious but no member should attend a Group if they are feeling unwell on the day or may have an infection - in the same way they would not visit their doctor or dentist, if they have an infection etc until their health improves.

Further guidance updates will be shared via General Meetings, the Website, Newsletter and email. Thank you.

u3a Bromley Committee  
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