

RISK MANAGEMENT POLICY

Risk management forms part of our internal control and governance arrangements and it is acknowledged that efficient and effective management is important in order for us to achieve our charitable objectives.

Runnymede Area U3A has reviewed potential risks and has systems and procedures in place to mitigate these and minimise the potential impact should any of them materialise.

Runnymede area U3A risk assessment takes the 5 following steps

- Step 1: Identify the hazards.
- Step 2: Decide who might be harmed and how.
- Step 3: Evaluate the risks and decide on precautions.
- Step 4: Record findings and implement them.
- Step 5: Review assessment and update if necessary.

All hired venues to have separate risk assessments as carried out by the venue authority (eg Runnymede Council)

All group leaders to fill in a risk assessment form annually for their venue to enable them to be aware of any risks and to minimise risks.

All walking group activities to be checked for hazards, where possible, and the group made aware. (eg, steps/muddy/hazardous road.)

Venue Risk Assessment Checklist

Group name.....Venue.....

Hazard Yes /No N/A	Yes /No N/A	Comments
1 Is the access suitable for the group attending the activity especially anybody with limited mobility?		
2 Is wheelchair access adequate?		
3 Is the area free from obstructions & trip hazards?		
4 Are there adequate means of escape in an emergency?		
5 Are there appropriate direction signs to aid escape?		
6 Is there a Fire Alarm?		
7 Is there Emergency Lighting?		
8 Is there a designated assembly point? Where is it?		
9 Is there an emergency procedure for the building?		
Do you have a copy?		
10 Is seating always laid out?		
Is it a U3A responsibility before and after the activity to lay out seating		
11 Is there a kitchen?		
Is the kitchen adequate and hygienic?		
Are food safe cleaning materials available?		
Has the kettle been visually safety checked?		
12 Are the toilet facilities adequate & accessible?		
13 Is equipment being brought to the venue?		
Has it been checked?		
14 Is there a First Aid box and if so where is it located?		
Additional information:		
Signed		
Dated		

INVESTMENT and ACCOUNTING POLICY

Money to be held in a current and a deposit account controlled by the treasurer with access to Treasurer and Vice chair only.

All cheques to have two signatures.

All monies are recorded and The Treasurer to issue a current and accurate financial statement that is presented at every committee meeting for the committee to study.

Accounts to be presented at the AGM for all members to see.

The accounts to be audited annually

VULNERABLE ADULTS/safeguarding POLICY

Everybody has different levels of vulnerability and each of us may be regarded as vulnerable at some time. All members who may be vulnerable have a right to protection from all types of harm or abuse.

In all our activities we will endeavour to:

- Value, listen and respect members who may be vulnerable.
- Ensure that all members feel welcomed, respected and safe from abuse.
- Recognise equality amongst people and relationships.
- Do all we can to help members who may be vulnerable, to be and remain active contributors within U3A and if they are or become unable to participate independently, encourage them to bring a companion/carer with them in order that they can continue to enjoy the benefits of U3A membership.
- Ensure all members are aware of their responsibilities to protect vulnerable adults.

MANAGING VOLUNTEERS POLICY

Runnymede Area U3A relies totally on volunteers and their time and enthusiasm is very much appreciated by all members.

All committee members, group leaders and other helpers are all to be volunteers.

An annually group leader meeting to be held where group leaders are given information, best practice shared and any problems discussed and resolved.

The group leader coordinator to be a member of the committee and to be in regular contact with the groups. The group coordinator to feed back any information to the committee at committee meetings.

