

**Norton Radstock u3a**  
**Chairman: Colin M Tincknell OBE**

November 2023

To: Norton Radstock u3a Subject Group Leaders and All Members

Dear Colleagues

**Reporting Accidents / Incidents and Risk Assessments**

Recently at an unnamed u3a Subject Group meeting a very serious accident occurred. As a result, all u3a Chairmen have been requested to ensure that their u3a has the correct procedures in place to record accidents or incidents which may be required to be made available to persons investigating any event involving their u3a.

We have in the last two years, due to Covid issues held a meeting for group leaders and produced a great deal of information in connection with risk assessments and in view of this I do not feel it necessary to advise further in connection with Risk Assessment forms which have been retained on a central file. If Group Leaders have not submitted their Group forms could you please do so by the 18 December which is the u3a Christmas Coffee Morning. Venue Risk Assessment forms can be viewed on the Norton Radstock u3a website.

Obviously, we hope that any serious event does not ever occur either at a Subject Group meeting or in the Somer Centre, but we must be secure that our procedures are in place.

Members will be aware that our u3a is covered by Trust Insurance and an overview of Cover is posted on the Notice Board. I am sure that the u3a involved were grateful for the Trust Insurance and for the support available to the u3a in dealing with the situation.

I thank all members in anticipation of their support in this respect.

Yours sincerely

Colin