GUIDELINES FOR GROUP LEADERS

1. INTRODUCTION

This document provides general guidance for Havant u3a Activity Group Leaders. Although the running of a group and its administration will vary according to the group's activity, some guidance is necessary to address some basic issues. Group Leaders are vitally important. Being a Group Leader always involves a certain amount of organisational and administrative work, but also quite a lot of satisfaction and enjoyment. This guidance is intended to help address day-to-day issues, taking over the leadership of an existing group or starting a new one. If you find they are not sufficient for your needs or there are omissions or errors, then do not hesitate to speak to the Havant u3a Groups' Co-ordinator.

2. RUNNING YOUR GROUP

A group may be run as you and your members wish, within the scope of Havant u3a Constitution and Third Age Trust Principles. However, the following advice may be useful.

a. Role of Group Leader

The role of the Group Leader will vary according to the type of group. In some groups, Leaders follow a structured plan that might involve some degree of guidance and tuition, e.g., languages or canasta, whilst in others the role is that of co-ordinating events and people, e.g., outings, walks, theatre visits. Group Leaders are responsible for the content, duration, and administration of the group's meetings. The venue, frequency and timing of meetings, and other housekeeping details should be discussed and agreed by your group.

Encourage other Group members to share the tasks of organising and running aspects of the group's functions such as venue booking and set up, administration, refreshments, etc.

Try to find a Deputy Leader to run meetings when the Group Leader cannot attend, so that meetings are not cancelled. This will help other members to gain leadership experience and help with Group Leaders succession.

b. Membership of group

Group Leaders should ensure that all members of the Group are members of Havant u3a. Members of other u3as must become an associate member of Havant u3a as non-Havant u3a people attending Havant u3a group meetings, activities or outings are not covered by Havant u3a insurance. Potential members may sample a group for one session (see Taster sessions below).

The most straightforward way to check current membership is to ask members to present a current membership card at the beginning of each membership year or at the time of joining the group. Alternatively, ask the Membership Secretary to check the membership register (Beacon). Leaders wishing to access the Beacon system direct should apply to the Membership Secretary.

Members should renew their group membership at the start of each u3a membership year.

c. Attendance Register

Keep an attendance register for each meeting or outing and make sure you ask members for their contact details i.e., telephone numbers/email addresses. These personal details should be deleted from the register when they leave the group. However, keep a record of their name as a historical archive.

d. Communicating with group members and Data Protection

E-mail is the preferred method of communication with group members. Use BCC (Blind Carbon Copy) to protect their privacy, unless the group gives explicit permission for the use of CC. Where this is not possible (member has no email), agree with the member the best method of communication, e.g., telephone, WhatsApp group or SAE. Additionally, Leaders may post notices on their Group's Webpage and Notice Boards at General Meetings.

Personal details of your activity group members must be kept safe and not be passed on to other members of the group or outside agencies unless individuals have given express permission for you to do so.

See Membership Page of Website, click onto Policies and then Data Protection Policy

e. Attendance at meetings

Members unable to attend a group meeting should advise the group Leader.

A member who decides to leave the group should advise the group Leader accordingly, so that their place can be given to someone else.

Repeated non-attenders can be removed from a group's list at the Leader's discretion.

f. Vacancies and Oversized Groups

New and existing members are always looking for groups to join. Please keep the Groups Coordinator informed of vacancies so they can be advertised at General Meetings. If a group becomes too big, discuss with Groups Coordinator the possibility of setting up a new group. A waiting list would be helpful.

g. Taster sessions

Havant u3a members, by agreement with Group Leaders, can attend one free taster session to any group that has vacancies. If they decide to join the group, they will have to pay the pro-rata costs (if any) incurred by the group. The Group Leader should inform the member that attendance at a taster session does not guarantee a place within the group.

Non u3a members may attend an activity group taster session by agreement with the Group Leader but can only join the group after payment of Havant u3a subscription fee. New Membership Application Forms are available on [Join Us - Havant] website page (by clicking on link at the bottom of the page) or direct from the Membership Secretary. You must confirm they have joined at a subsequent group meeting.

h. Website Update

Each group has its own web page within the "Groups" section of Havant u3a website. Ensure that the web page is kept up to date. The Havant u3a Webmaster can provide Leaders with a password and instructions on how to help keep their group page up to date or they can ask the Webmaster to make changes on their behalf through this link webmaster@havantu3a.org.uk.

When starting a new group, provide a short description of the group's activities, meeting venue, day, time and frequency and name and contact details of Leader. Photographs may also be included.

i. External Publicity

If you would like to publicise the work of your group more widely or a special event/outing, contact Havant u3a Publicity Officer for inclusion on the u3a Facebook page or local event.

j. Health and Safety

Leaders need to consider the safety and wellbeing of group members by checking that potential venues meet basic safety standards. Thus, to prevent or minimise the risk of incidents/accidents the suitability of premises and activities a risk assessment should be conducted. This can be very simple or more involved depending on the nature of the activity. **(See Annexes A, B, C and D).**

If using a hired venue, request the Venue's Risk Assessment from the Venue's Manager and if one is not available complete one using Annex A.

k. In the event of an incident

Group Leaders should encourage members to have an **'in case of emergency'** contact number with them. This could be in their mobile phone contacts list under 'ICE'. (It's a good idea to have ICE details against names on the group register)

If, during a group meeting or outing, an incident occurs which results in an injury to a member or damage to property an Incident Report Form (**Annex E**) must be completed and returned to the Havant u3a Secretary. This will ensure that an accurate record is kept should there be further consequences, either medical or legal.

If an incident occurs in premises other than a member's home the appropriate official, e.g. landlord or safety officer, must also be informed. Leaders and Members are covered by public liability and insurance through the u3a National Office whilst engaged in any u3a activity.

l. Licenses

If appropriate to your activity be aware of **Copyright and Licenses Guidance** which covers photocopying, recorded music, DVDs/videos, and performance. This can be found at www.u3a.org.uk in the members' area Support for u3as.

m. Car Sharing

Leaders should encourage group members to share their car whenever appropriate. The current agreed contribution to those offering lifts is 15p per mile per passenger.

3. FINANCIAL MATTERS

a. Make sure group members are aware they will be asked to share all costs levied on the group amongst themselves.

b. All cash raised by Leaders for u3a group activities should be paid by Bank Transfer to the Havant u3a Bank Account. If any cheques are collected for u3a activities they must be made out to ''Havant u3a'' (not to you personally). Contact the Treasurer about paying for deposits, advance tickets, hire of coaches etc.

c. Due to insurance cover limits, moneys raised by the group in excess of £500 should not be held by any individual but must be forwarded to the Treasurer who will pay the sum into the bank and "ring fence" it for the sole use of your group. **Never** put members' money into your personal account.

d. Where venues are hired Group Leaders must ensure that sufficient funds are collected from group members to cover the cost of the hire charge, speaker and any other charges.

e. Where infrequent meetings are held monies may be collected from group members on the day, but you must ensure that all costs are fully covered.

f. Where a venue is pre-booked in advance for a regular number of sessions you are advised to share the cost equally between the group members who should pay in advance for e.g., a block of 4 to 8 sessions. These advance payments should not be refunded if a member is unable to attend a specific meeting for e.g., sickness or holidays as all the costs still need to be covered irrespective of attendance numbers. This appears to be the best method of ensuring that individual groups remain solvent and do not run into financial difficulties from an unexpected drop in attendance.

However, established groups that already have a contract with a venue that is working well should continue to operate as usual, till the end of the existing arrangement.

g. Every group whatever size **must keep accurate records of income and expenditure. Annex F** is an example of a record sheet that can be adapted as necessary.

h. Group Start-up expenses

- Occasionally a new group may require one-off start up financial support, and a request can be made to the Treasurer via the Groups Coordinator outlining the reason for the request and how the funds are to be used. For example, it might be necessary to hold an initial meeting with potential group members to assess the feasibility of starting a new group. The Groups coordinator can help organise this, with funding for a suitable room if necessary.
- The committee will also consider bids for additional grants for more expensive items such as study books, other training items, study days, etc. Contact the Treasurer for further information.
- Grants from central Havant u3a funds for health and safety equipment for groups where this is particularly relevant will be considered. These will be listed centrally and should be returned if the group closes.

4. MEETING VENUE HIRE

a. If you decide to hire an outside venue (i.e., not at a members' house) then for insurance purposes, the bookings must be made under the name of "HAVANT u3a" and invoices sent to the Treasurer for payment.

b. The Executive Committee must check all venue hire contracts/terms and conditions to confirm insurance liability issues. Do not sign it yourself – pass it to the HAVANT u3a Secretary to deal with.

c. If the venue asks for a copy of u3a liability insurance, a copy can be obtained from the HAVANT u3a Secretary.

d. There is no need for a qualified first aider but always makes sure a landline or mobile phone is available and the postcode of the venue is available in case you need to summon the emergency services.

Venues currently used by Havant u3a

Venue	**Address**	**Phone**	**email**
Bedhampton Community Centre	21 Bedhampton Road, Bedhampton, Havant PO9 3ES	02392 480 654	office@bedhamptoncommunity.org
The Spring Centre	56 East Street, Havant PO9 1BS	02392 472 700	info@thespring.co.uk
The Elms	2 Lower Road, Bedhampton, Havant PO9 3LH	02392 484 444	trust.office@manortrust.org.uk
The Pallant Centre	The Pallant, Havant PO91BE	07483 848 809	general.manager@pallantcentre.com
Havant United Reformed Church	37 North Street, Havant PO9 1PP	02392 455 337	havantunitedrc@btconnect.com
The Denvilles Club	33 Emsworth Road, Havant PO9 2SN	02392 492 281	secretary@denvilleshouse.net
The Stride Centre	24 Daffodil Way, Denvilles, PO9 2FT		The Stride Centre : Calendar

5. GROUPS WITH PAID TUTORS

It is normally against the u3a ethos to use paid tutors, so we keep these to a minimum. The formation of these groups can only be authorised by the Executive Committee to ensure that legal and financial arrangements do not put Havant u3a at risk.

Guidance for groups using paid tutors

a. The Group Leader must ensure that the code of practice covering the use of paid tutors is met consulting with the Groups Coordinator and Secretary as required.

b. Tutors must be paid in advance for a group of sessions under agreed terms (typically 4 - 8 sessions). Normally, payment from members must also be collected in advance over the same period. There can be no refunds for missed sessions for whatever reason.

c. Liability insurance provided by the Third Age Trust does not cover u3a activities involving paid tutors – they must carry their own liability insurance. An up-to-date copy of this insurance must be forwarded to HAVANT u3a Secretary who will arrange to check that it has been renewed on an annual basis.

d. A written agreement must be signed annually by both the external tutor and the Havant u3a Treasurer and then forwarded to the HAVANT u3a Secretary.

However, established groups that already have a contract with a Tutor that is working well, should continue to operate as usual 'til the end of the contract.

6. ACCESSIBILTY FOR DISABLED MEMBERS

Consult Havant u3a Accessibility Policy to check if a venue meets the needs of people with a physical or other disability. This can be found on the Membership page of Havant u3a website under Policies.

Members who cannot manage to participate in their chosen u3a activities without help, should be given the opportunity to bring a companion/carer with them, who for the time that they are in attendance, will be covered by the liability insurance provided by The Third Age Trust. The only exception to this is a 'professional' carer who would have to be covered by an individual liability policy.

7. **RESOURCES**

<u>Havant u3a Resources</u>

These can be found on the Membership page of Havant u3a website Membership Page - Havant

a. Constitution

b. Insurance Frequently Asked Questions

c. Policies

<u>Third Age Trust resources</u>

You are encouraged to use the resources available from the Third Age Trust u3a - Welcome to u3a

They are available under Learn. u3a - Interest Groups Online You must register on their website to access them.

These resources include:

- **a.** National Subject Advisers - u3a's 90+ Subject Advisers are dedicated to sharing their enthusiasm for their subject with any interested u3a member. Contact them for resources, ideas or for help starting a group in your u3a at https://www.u3a.org.uk/learning
- **b.** Online Learning Events
- **c.** Subject Networks
- **d.** National Learning Initiatives
- **e.** How to Guidance on software and technology like using Facebook, WhatsApp, Zoom etc. https://www.u3a.org.uk/useful-links/200-how-to-guidance?highlight=WyJob3ciLCJ0byIsImd1aWRhbmNlIl0=

Resources available online:

- **a.** Open learn – free Open University short courses and resources www.open.edu/openlearn
- **b.** MOOCs – massive open online courses provided by universities all over the world. These are free online short courses on all types of subjects. The main providers are:

- FutureLearn – www.futurelearn.com
- edX – https://www.edx.org/
- Coursera – www.coursera.org
- Udacity - https://www.udacity.com/

c. iTunes – wide range of videos on all subjects

d. YouTube Education - ditto

e. Ted.com – ditto

Other Resources

a. Other Group Leaders

b. Neighbouring u3as Group Leaders – consult/discuss with other Leaders from time to time.

c. The Groups Coordinator and other Havant u3a Executive Members will be happy to advise as necessary.

Equipment

Havant u3a have a supply of display boards, laptops, digital projector and screen etc. If your group would like to borrow equipment for a one-off event, or use something on a regular basis, please contact the Groups coordinator who will be able to supply you with a list of current equipment and its location.

8. THE GROUPS COORDINATOR

The Groups Coordinator(s) is/are the first person a group Leader should consult about group matters and is the person who helps new groups to get started. The Groups Coordinator will provide advice and help on group matters or will refer the Leader to someone who can help. In turn, the Leader must keep the Groups Coordinator informed of changes made in the running of the group, i.e., whether the group has vacancies or is full, changes of venue or meeting dates. It is particularly important to let the Groups Coordinator know if the group Leader plans to step down or if the group is being wound up.

ANNEXES

ANNEX A

VENUE BASED RISK ASSESSMENT CHECKLIST

If using a hired venue, request the Venue's Risk Assessment from the Venue's Manager and if one is not available complete one using this form.

This checklist is to help in the planning for a venue-based activity, such as a community hall. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk, you should note the actions you will take to reduce it. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

u3a Name:	**Date:**
Name of person completing risk assessment checklist:	
Interest Group:	
Name and Address of Venue:	
Description of Activity:	

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is the area where the u3a activity is taking place in well lit and away from any hazards?				
	Are floor surfaces in good condition to prevent slips, trips, and falls?				
	Are all walkways kept clear and free from obstruction?				
	Are there enough seats for all members in attendance?				
	Has a register of members in attendance been taken for fire safety reasons?				
Electrical	Have you made sure there are no trailing leads or cables?				

	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?				
	Have all cables been inspected to ensure they are intact and safe for use?				
	If the venue requires PAT testing, has equipment been PAT tested?				
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?				
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?				
	Is there a working smoke alarm?				
	Is there a working carbon monoxide alarm?				
	Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm system)?				
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?				
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?				
Wellbeing	Are refreshments available to members? (e.g., water, tea)				
	Is there a first aid box that is checked regularly and has been stocked?				
Other identified risks:					What will you do to mitigate these risks

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ANNEX B

HOME - BASED RISK ASSESSMENT CHECKLIST

This checklist is to help in the planning for a group using a member's home. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk you should note the actions you will take to reduce it. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

u3a Name:	**Date:**
Name of person completing risk assessment checklist:	
Interest Group:	
Description of Activity:	

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is there enough space for all members in attendance?				
	Are floor surfaces in good condition to prevent slips, trips and falls?				
	Are all walkways that members have access to kept free from obstruction?				
	Are there enough seats for all members in attendance?				
	Can everyone access the room? (n.b. there is no requirement to make home adaptations)				
	Have you taken a register of members in attendance?				
Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?				

	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?				
Fire Safety	Are all exits unobstructed?				
	Is there a working smoke alarm?*				
Wellbeing	Are light refreshments available to members? (e.g., water)				
	Have members been made aware of any pets?				

*If you do not have a working smoke alarm, you can contact your local fire service for a 'Safe and Well Visit', during which they can fit a free smoke alarm in your home.

Other identified risks:	What will you do to mitigate these risks?

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ANNEX C

WALK LEADER RISK ASSESSMENT CHECKLIST

u3a Name:	**Date:**
Name of person completing risk assessment checklist:	
Interest Group:	
Description of Activity:	

This checklist is to help walk leaders in the planning for a walk. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific walk requirements.

Where you identify a particular risk, you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the walk takes place, and you can always add to this during the walk.

	Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Recce	Have you researched the route you will be taking to identify any hazards and/or obstacles?				
	Have you given members an overview of the walk and the identified hazards/obstacles e.g. the number of stiles, likely boggy areas etc?				
	Do members know the length and difficulty of the walk?				
Traffic	Are there suitable crossing places on the road?				
	Are your attendees aware they must maintain single file on road sections?				

Animals	Have you notified members of any routes through fields with livestock in?				
	Are dogs kept on leads in relevant areas (such as around livestock, in urban areas)?				
	Are members aware of the increased risk of attack by cattle when walking with dogs?				
	Is there any danger of ticks or bites/stings?				
Safety	Do you have the correct equipment needed for the walk (e.g., map, compass, whistle)?				
	Have you taken an attendance register?				
	Do you have emergency contacts for all attendees?				
	Do you have a charged phone with emergency contact details stored on it?				
	Does someone know when you are expected back?				
	Have members been reminded to wear appropriate footwear?				
	Do you have a back marker to stay in sight and communication with group?				
	Is there any danger you will lose visibility or mobile phone signal?				
	Have members attendees brought refreshments (such as water) for the walk?				
	Is there a first aid kit?				
Weather	Have you checked the weather forecast for the day of the walk in advance?				
	Is there any danger of extreme temperatures, heavy rainfall, high wind or otherwise severe weather?				

	Have walkers brought suitable clothes, footwear and appropriate items (such as waterproofs) for the weather?				

Other identified risks:	What will you do to mitigate these risks?

ANNEX D

DAY TRIP RISK ASSESSMENT CHECKLIST

This checklist is to help Day Trip organisers in the planning for a trip. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific outings.

Where you identify a particular risk, you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the trip takes place, and you can always add to this during the trip.

u3a Name:	**Date:**
Name of person completing the risk assessment checklist:	
Description of Activity:	

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Organising the trip	Has the committee Chair (or nominated committee member) been made aware of the trip and been given a copy of the itinerary, contact details and attendees?				
	Have all the participants been given the trip itinerary and details of the travel arrangements?				
Member Safety	Have the names and contact details of all the members attending been collected and stored securely?				
	Have all the participants supplied the details of a person/next of kin who can be contacted in an emergency, and is this stored securely?				
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?				
	Is there a first aid box that is fully stocked and regularly checked?				

	Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip if appropriate (e.g., swimming, walking)?				
	Have members been reminded to bring any items they may need (such as medication) for the trip?				

Other identified risks:	What will you do to mitigate these risks?

ANNEX E

HAVANT U3A INCIDENT REPORT FORM

Name and Contact details of member(s) involved in an Accident / Incident	
Names of other members involved:	
Date of Accident / Incident:	Time of Accident / Incident:
Location	
Nature of Accident / Incident:	
Details of Injury / Property Damage:	
Name and Contact details of Witness(es):	
Action Taken:	
Was any specialised assistance required at the scene? If so, give details	
Was medical advice sought afterwards? If so, give details.	
Signed (Group Leader)	Date:
Telephone Number:	

ANNEX F

GROUP ACTIVITY FINANCIAL RECORD

Group Name ....

Single Event/Outing ....

Date ....

OR

Number of set regular sessions ....

Frequency (eg weekly, fortnightly, monthly) ....

Dates from .... to ....

EXPENDITURE			
DATE	PAYEE	AMOUNT	DESCRIPTION
TOTAL EXPENDITURE :			

INCOME			
DATE	NAME	AMOUNT CHEQUES	 CASH
SUB TOTALS:			
TOTAL INCOME :			

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