

Ambleside and District u3a - Risk and Serious Incident Reporting

1 Purpose:

Ambleside u3a is a charity. As charity trustees, members of the Committee have a responsibility to maintain oversight of its many activities. Risks must be monitored, and any serious incident that occurs must be escalated as appropriate. This policy details the Ambleside and District u3a approach to these matters. It will be reviewed annually and revised as necessary.

2 Committee Risk Responsibilities

- I. The main risks to the Ambleside u3a fall under five areas:
 - a. Governance
 - b. Finance
 - c. External threats
 - d. Operational risks
 - e. Regulation and compliance
- II. The Committee will regularly review and where appropriate take action to mitigate the risks to the Ambleside and District u3a in the above areas.

3 Group Co-Ordinators' Risk Responsibilities

- I. Group leaders have a responsibility to read the guidance on the Third Age Trust website at [Risk Assessment FAQs \(u3a.org.uk\)](http://u3a.org.uk/RiskAssessmentFAQs). Risk assessment guidelines for specific types of interest groups can also be found here.
- II. Group leaders are reminded of the importance of reporting any accidents or other relevant incidents that occur during a group meeting or event to a member of the Committee as soon as is practicably possible. Issues can then be addressed in a timely manner. Incident reporting forms are available if required from the Secretary.

4 Serious Incident Reporting

- I. A serious incident is defined as “an adverse event, whether actual or alleged, which results in or risks significant harm to people who come into contact with your charity through its work; loss of your charity’s money or assets; damage to your charity’s property; or harm to your charity’s work or reputation.”
- II. Further information on the type of incidents included in this definition and the reporting process can be found at [How to report a serious incident in your charity - GOV.UK \(www.gov.uk\)](http://www.gov.uk/how-to-report-a-serious-incident-in-your-charity)
- III. If a serious incident occurs and/or is reported to the Committee, it will inform the Third Age Trust and follow the reporting guidelines provided by the Charity Commission as appropriate.

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