Warsash u3a Breakaway Group Policy

Purpose

The breakaway group through its members, aims to arrange three or four trips /holidays a year with recognised ABTOT / ATOL bonded companies or travelling by car share to a recognised resort, for members of the Breakaway Group.

Scope

All members of the Warsash u3a are welcome to join the breakaway group, the group is especially beneficial to single travellers, offering the safety and enjoyment of being within a group of like-minded travellers. There is a clear expectation that all members of the group should be encouraged to mix – even if they go with friends or family members.

Health and Safety

Warsash u3a aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of u3a groups, and during all trips.

A variety of trips/holidays will be planned over the year, it's the individual's responsibility to ensure that they have the capabilities to undertake and enjoy the activities on any trip. Group members will be encouraged to look carefully at the details of any holiday and query individual concerns directly with the travel agent.

At least one trip a year will be fully accessible.

Prior to each trip group members will be asked to update contact details for next of kin, as well as providing an update of any medical conditions which require specific treatments in a medical emergency. This information will be held by Group Leaders on the trip as well as a named member of the Committee – usually the Chair.

Insurance

It must be clearly understood that U3a insurance does not include personal accident/injury or travel insurance, both of which are members personal responsibility. It is members responsibility to take out their own insurance to cover all trips/holidays taken with u3a – this is to be encouraged but is not mandatory when travelling in this country.

Risk Assessments

Warsash u3a will ensure the Committee, Group Leaders or those responsible for a meeting or event complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated.

Warsash u3a is aware that tour companies should have risk assessments in place for all travel, hotels and venues visited during the trip; this includes making sure all u3a members in attendance are aware of what to do in the event of a fire alarm/evacuation.

Responding to accidents/incidents and dealing with emergencies

In the event of an incident/accident the appropriate authorities should be contacted immediately, and the nominated member of the committee should be informed as soon as appropriate. That person is then responsible for contacting next of kin.

Where a u3a member is involved in an accident or incident whilst taking part in a u3a event Warsash u3a will ensure those who witnessed the event and were involved complete an incident report (template available to download from www.u3a.org.uk/advice). This must be completed and shared with those who need to have access to it, including the Committee Chair and kept on file. It will also need to be shared with the insurers in the event of an insurance claim.

Monies

Payment for trips/holidays; it is recommended that all payments be made on an individual basis, directly to the company and not to the Warsash u3a or group leaders. In this way a contract is clearly established between an individual and the company. However, it is recognised that many companies expect a group booking to be paid for in one single transaction – in which case, for the sake of transparency all money should be paid into the u3a, not into group leaders personal accounts.

Free trips, it is a recognised practice that tour operators offer a free trip for large groups, If this happens the discount will be either be divided amongst all travellers – or used to subsidise either the next trip or a needy group member (this will always be discussed with the Chair).

Cancellations, if a potential traveller cancels it is at the tour company discretion if any refund is given. It may be possible to offer the holiday to another u3a member – possibly at a reduced rate if it is very close to travel time.

However, it should not be considered the Group Leaders' responsibility to find a replacement and refund the person who cannot travel.

Warsash Breakaway Group Leaders will ensure this policy is kept up to date and reviewed annually.

Rosemary Scott & Chris Matcham
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