

Multiple District 105 Lioness Clubs



Section 7 Legal Information

Multiple District 105 Lioness Clubs



This page is intentionally left blank

Multiple District 105 Lioness Clubs



Insurance

Lioness Clubs are covered by the Lions Clubs International Insurance, **providing that a copy of the minutes from your Club's business meetings are forwarded to your sponsoring Lions Club** and the receipt of them recorded in the minutes of the Lions Club's meetings.

It is recommended that at the start of each lionistic year the Lioness Club sends their sponsoring Lions Club a gentle reminder of the need to record the receipt of the Lioness Club minutes and that they need to report the Lioness Club activities through MyLCI along with their own (see sample letter on next page). You can download the sample letter template from our own website here:

<http://www.lionessclub.org>

The Lions Club cannot accept insurance responsibility for an activity, which was unknown to them.

All Lioness Clubs should be familiar with the **Insurance Arrangements for Multiple District 105 which can be studied in full on the Lions Multiple District 105 website member area**, <http://lionsclubs.co/MemberArea>, along with a copy of the latest insurance documents.

Additional information can also be obtained from your Lions District Insurance Officer or the Multiple District 105 Insurance Advisor (as listed in the Lions Multiple District 105 Directory of Clubs & Officers).

Multiple District 105 Lioness Clubs



Example of Letter

Insurance Requirements – Sponsoring Lions Club

DD/MM/YYYY

Dear Lion President,

XXXX Lioness Club Insurance

In order for a Lioness Club to be covered by the Lions Clubs International Insurance, we have been advised that the Sponsoring Lions Club must acknowledge the receipt of the minutes of the Lioness Club monthly business meetings and report the activities of the Lioness Club as part of the Lions Clubs activities through MyLCI.

I have therefore asked our Club Secretary to forward a copy of the minutes to both your Club Secretary and our Lioness Liaison Officer and would be grateful if you could ensure that the details of our planned activity is noted at the Lions Meetings and the receipt of the minutes is recorded in the Lions Club Minutes each month. Once the activities have been completed you are also required to report the results as part of the Lions activities through MyLCI.

If this procedure is followed, then it will ensure that all activities of the Lioness Club are insured as they are with the Lions.

Should you have any queries, please do not hesitate to contact me.

Thank you for your help with this matter

Yours in Lionism

(Insert Name)
President
XXXX Lioness Club



Multiple District 105 Lioness Clubs

Health & Safety

It is the policy of Multiple District 105 to ensure the health and safety of members, employees, volunteers and all others who may be affected by Lions activities within the Multiple District. This will be achieved by encouraging the Clubs and Districts of the Multiple District to adopt, so far as is reasonably practicable, a duty of care when undertaking any Lion, Lioness or Leo Activity.

Lioness Clubs are covered by the Safety Policy of Multiple District 105 of the Association of Lions Club International. The policy is kept up to date and is reviewed at least once a year by the Lions Multiple District.

The Document is copyright of Multiple District 105 but may be copied and used by Clubs and Districts within the Multiple District without permission.

It is the responsibility of every Lioness to endeavour to ensure the health and safety of all those affected by Lioness activities and to co-operate with their fellow lionesses in implementing the Multiple District 105 Lions Clubs Health & Safety Policy. You are encouraged to report anything relating to health & safety which gives you concern to your Club Safety Officer (or President if no Officer has been appointed).

Further information can be found on the Lions Multiple District 105 website:

<http://lionsclubs.co/MemberArea>

No matter how large or small an event you are organising, someone should be appointed to take responsibility for checking safety at the event. However, this does not mean that in the event of an accident, they would be to blame since it is the responsibility of all Club members to ensure an event is held as safely as possible. **Person(s) completing the checklist need not be conversant with every bit of health and safety legislation ever printed** but they must be able to apply common sense, record it and most of all be prepared to speak up if they see an unsafe situation arising.

A sample Safety Checklist and Risk Assessment form is attached overleaf but it is not exhaustive, and you may need to amend to meet your requirements at club, function, event or activity level. These may be downloaded as templates from the **Lioness Multiple District 105 website:** <http://www.lionessclub.org>. Alternatively, you may already have a form of your own choice that you prefer; the important thing is to have a system in place for every event.

Mention should be made in the minutes of the Club business meetings if outside help is being used, e.g. family members/friends. If this is not known prior to the event, then a list of helpers should be made on the day and attached to the health and safety check list.

An accident report form/book should be available at all events. A sample form can be found in this manual. This may also be downloaded and printed from the **Lioness Multiple District 105 website:** <http://www.lionessclub.org>

Remember:

- Grade all identified risks/ hazards.
- Identify precautions / actions to take to minimise / manage the risk
- High Risks should be eliminated before the event
- Consider risk reduction action, e.g. ensure that trained medical staff are in attendance
- Make sure all Lionesses / partners / helpers involved are briefed on the risks identified and that they understand the precautions / actions they need to take to reduce risk.



Multiple District 105 Lioness Clubs Safety Checklist

<u>PARKING</u>	YES/NO	REMARKS
Have you gained written permission to use the area		
Have you attained Police authority to use the route		
Is the car park large enough		
Is the car park clearly segregated from the main activity		
Is the car park in good condition and suitable for the number of cars anticipated		
Is there a separate parking area for the disabled		
Are entrances and exits clearly marked		
Is there a one way system in operation		
Is the route clearly marked		
Do you have adequate number of car park attendants		
Are the parking attendants clearly identified (Hi Viz)		
Do you have a separate route and parking area for organisers, officials, stall holders / entertainers etc		
Do you have a separate emergency vehicle route		
Is the area clear of obstructions and hazards to vehicles		
Is lighting adequate for the time of day		
Is car park security required and has it been organised		
Have you advised local residents of traffic increase		

<u>CROWD CONTROL</u>	YES/NO	REMARKS
Do you have sufficient marshals available to control the crowd		
Are the marshals clearly identified (HI VIZ)		
Can you contact the marshals at all times		
Are barriers necessary to control the crowd		
Have barriers been erected properly and in the correct place		
Is Police advice and assistance required		
Is there a pedestrian right of way and is it clearly marked		
Are pedestrians separated from moving vehicles, side shows etc		
Do you have adequate entrance and exits from the site		
Do you have adequate means of communication with the crowd		



Multiple District 105 Lioness Clubs

<u>COMMUNICATION</u>	YES/NO	REMARKS
Is your public address system in good working order		
Can you contact the emergency services		
Do you hold a list of important telephone numbers on site		
Do you have a means of contacting other personnel on site		
Is there any language barriers		

<u>WELFARE</u>	YES/NO	REMARKS
Are there adequate facilities on site (toilets etc)		
Are the facilities clearly marked		
Will the facilities be cleaned on a regular basis throughout the event		
Is there full disabled access and facilities		
Do you have access to clear running water		
Do you have adequate litter control and disposal		

<u>BUILDINGS</u>	YES/NO	REMARKS
Do you have permission to use the building(s)		
Are all entrance and exit points clearly marked (including emergency exits)		
Is emergency lighting available and in good working order		
Are all stairs, corridors and walkways clear of obstruction		
Have all trailing wires being removed or adequately taped or covered		

<u>OUTDOOR EVENTS</u>	YES/NO	REMARKS
Will you be using tentage as accommodation		
Is the area of guy ropes protected against access		
Are generators in use and if so are they guarded from the public (not exhausting into buildings, tents or occupied areas)		
Is temporary lighting erected		
Are all service providers suitable qualified electricians etc		
Has recognition been given to the fire hazards associated with tents		
Have all possible hazards been checked		



Multiple District 105 Lioness Clubs

FOOD SERVICES	YES/NO	REMARKS
Is the service of food or drink part of the event		
Do you have a trained food handler on site		
Are the facilities up to standard (Clean and well equipped)		
Have you sufficient washing facilities		
Are there adequate facilities for the disposal of food and rubbish		
Has adequate instruction been given on the use of any equipment within the food/drink preparation areas		

LICENCES	YES/NO	REMARKS
Do you hold a licence as required by law		
Are all licences displayed as required by law		
Have you permission to use the site and roads		
Are all vehicles in use licensed as required by law		
What are the maximum number of people permitted by fire regulations		

SECURITY	YES/NO	REMARKS
Will you require security on site at any given time		
Are you employing security services		
Have adequate arrangements been made for cash		
Have security arrangements been discussed with the Police		
Is a list of emergency contact numbers available on site		
Is accommodation available on site		

MEDICAL	YES/NO	REMARKS
Is there a full first aid kit available on site		
Are there any trained First Aiders on site		
Is there a local Doctor on call		
Is there an ambulance on site		
Do you have the telephone number of the local hospital		
Do you have an accident book available on site		



Multiple District 105 Lioness Clubs

FIRE	YES/NO	REMARKS
Have the Fire Authorities been advised of the event and requirements confirmed		
Do you have fire points		
Has adequate fire protection being installed (eg extinguishers, sprinklers, stairways)		
Do you have a detailed plan of the location of fire equipment		
Has the fire equipment been tested recently (ie in the last 12 months)		
Are all exit routes unobstructed and fire doors operational		
Are all exits clearly marked (day and night)		
Have you appointed fire marshals		
Do you have the fire brigade telephone numbers		
Are fire procedures on display (if appropriate)		
Has a fire drill been carried out (if appropriate)		

OUTSIDE CONTRACTORS	YES/NO	REMARKS
Are they all qualified operators		
So they hold adequate insurance		
Have you seen the latest test certificate for the equipment		
Do they have risk assessments for their equipment		
Will the operators be on site during the night		
Have you seen proof of training		

INSURANCE COVER	YES/NO	REMARKS
Do your sponsoring Lions Club know the event is taking place		
Do you have adequate insurance cover		
Are all outside contractors covered by their own insurance (including stall holders, entertainers etc)		
Do you have to upgrade your insurance		
Have you consulted Lions Club International Insurers		



Multiple District 105 Lioness Clubs

GENERAL	YES/NO	REMARKS
Will one person be in overall control		
Are Club members fully conversant with all procedures		
Have smoking restrictions being put in place with appropriate signs		

The above list is an Aide Memoir to assist you in collating information when organising any function, event or activity.

It has been compiled from guidance **Lions Multiple District 105 'Road to Safety'** which can be studied in full in the **'Policy Documents'** section within the website member area, <http://lionsclubs.co/MemberArea>.

It should be used in conjunction with the Risk Assessment that you make for each of your functions, events or activities.



Multiple District 105 Lioness Clubs Risk Assessment

Area covered by this assessment <i>(eg School fete)</i>	
---	--

Activity or task and the persons involved <i>(eg 'Tombola, public)</i>	
--	--

Assessor		Date of assessment		Date of reassessment	
-----------------	--	---------------------------	--	-----------------------------	--

Existing safety measures and people at risk	
--	--

Hazard Checklist

Hazard No.	Nature of Hazard Posing Significant Risk	Risk Rating (see overleaf)

Proposed Action	Completion Date

Multiple District 105 Lioness Clubs



Scoring System

Hazard severity	Likelihood of occurrence
5 = Very high (multiple deaths)	5 = Very high (100% certain to occur)
4 = High (death or serious injury)	4 = Likely (small change = accident)
3 = Moderate (injury or disease)	3 = Quite possible (may happen)
2 = Slight (minor injury)	2 = Possible (low or minimal risk)
1 = Nil (no risk)	1 = Not likely (no risk present)
0 = Not applicable	0 = Not applicable

Risk rating = Severity x Likelihood.

Hazard Type

Hazard Type	Severity	Likelihood	Risk Rating
1. Fall of person from height			
2. Fall of object or material from height			
3. Fall of person on same level (e.g. slip or trip)			
4. Manual handling (includes: pushing, pulling, lifting and carrying)			
5. Use of machines			
6. Operation of vehicles			
7. Fire, including that which can be caused by static electricity			
8. Electricity or electrical equipment			
9. Drowning			
10. Excavation work (where this is part of the task)			
11. Stored energy (e.g. elastic cords, hydraulic and air pressured systems)			
12. Explosions (e.g. from chemicals or dust)			
13. Contact with excessively hot or cold surfaces			
14. Compressed air or gasses			
15. Mechanical lifting operations			

Multiple District 105 Lioness Clubs



Hazard Type	Severity	Likelihood	Risk Rating
16. Noise			
17. Biological agents (eg bacterial/viral infection)			
18. Excessive vibration			
19. Use of hand tools			
20. Adverse weather conditions (where exposure is part of the task)			
21. Chemicals or substances			
22. Storage, stacking or shelving			
23. Housekeeping (is area clean, neat and orderly)			
24. Lighting levels (too high or too low, rapid changes)			
25. Confined spaces			
26. Cleaning (before, during or after the task)			
27. Use of display screen equipment			
28. Lone or unaccompanied working			
29. Exposure to personal violence or aggression			
30. Other - (Please Specify)			

Risk rating = Severity x Likelihood.

Transfer all those with a rating of 10 or more back to the previous sheet.



Multiple District 105 Lioness Clubs

INCIDENT/ACCIDENT REPORT FORM

Name of person in charge of event:.....

Site where accident/incident took place:.....

.....

Date of incident/accident: Time of incident/accident:

Name of injured person:

Address of injured person:

.....

Nature of accident/incident and extent of injury:

Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, eg training game, getting changed, etc.

Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):

Were any of the following contacted:

Police: Yes / No

Ambulance: Yes / No

Parent/carer: Yes / No

What happened to the injured person following the incident/accident? (e.g. went home, went to hospital, carried on)

Witnesses of incident (if required).....

.....

All of the above facts are a true and accurate record of the incident/accident.

SIGNED: DATE:.....

Parent/Guardian (if under 18) or injured party signature

Any personal data/special category data contained herein are processed in accordance with UK data protection legislation. If you would like further details, please ask for our main Privacy Notice.



Multiple District 105 Lioness Clubs

Food Safety

Legislation

The Food Safety Act 1990 is the primary legislation relating to food for human consumption, this was updated in September 1995. Other pieces of legislation lay down specific regulations in such areas as personal hygiene and temperature control.

Registration

Is required by Local Authorities if premises are used for the purpose of a food business for five or more days (whether consecutive or not) in any five consecutive weeks. An individual who is active with more than one charity may need to register. If in doubt contact the Environmental Health Department of your Local Authority. Even though you may not need to register under the Act you are bound by its provisions.

External Caterers

Whilst the organising Charity has no legal responsibility for external caterers at public events it is important to remember that our reputation would suffer if we were involved in an event which contributed to a case or outbreak of food poisoning.

Training

Is not compulsory, but it is desirable. Courses in Basic Food Hygiene can be arranged through your Local Authority or by using expertise within local Clubs.

We have included overleaf some useful references that you may like to print out, use as a basic training aid and display at your event.

Multiple District 105 Lioness Clubs



High Risk Foods

Many foods are easy to contaminate, those which should be handled carefully and are most at risk of supporting Food Poisoning Bacteria are:

Cooked Meats & Poultry

Dairy Products e.g. Milk and Cream

Cooked Rice

Gravies, Stew and Stock

Cooked Egg and Egg Products

Shellfish and other Seafoods

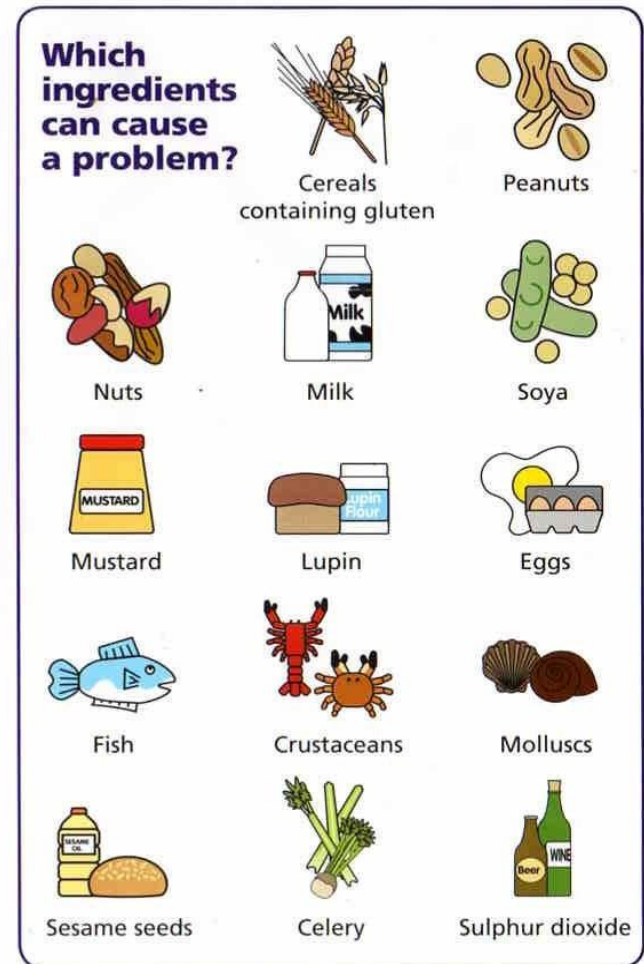
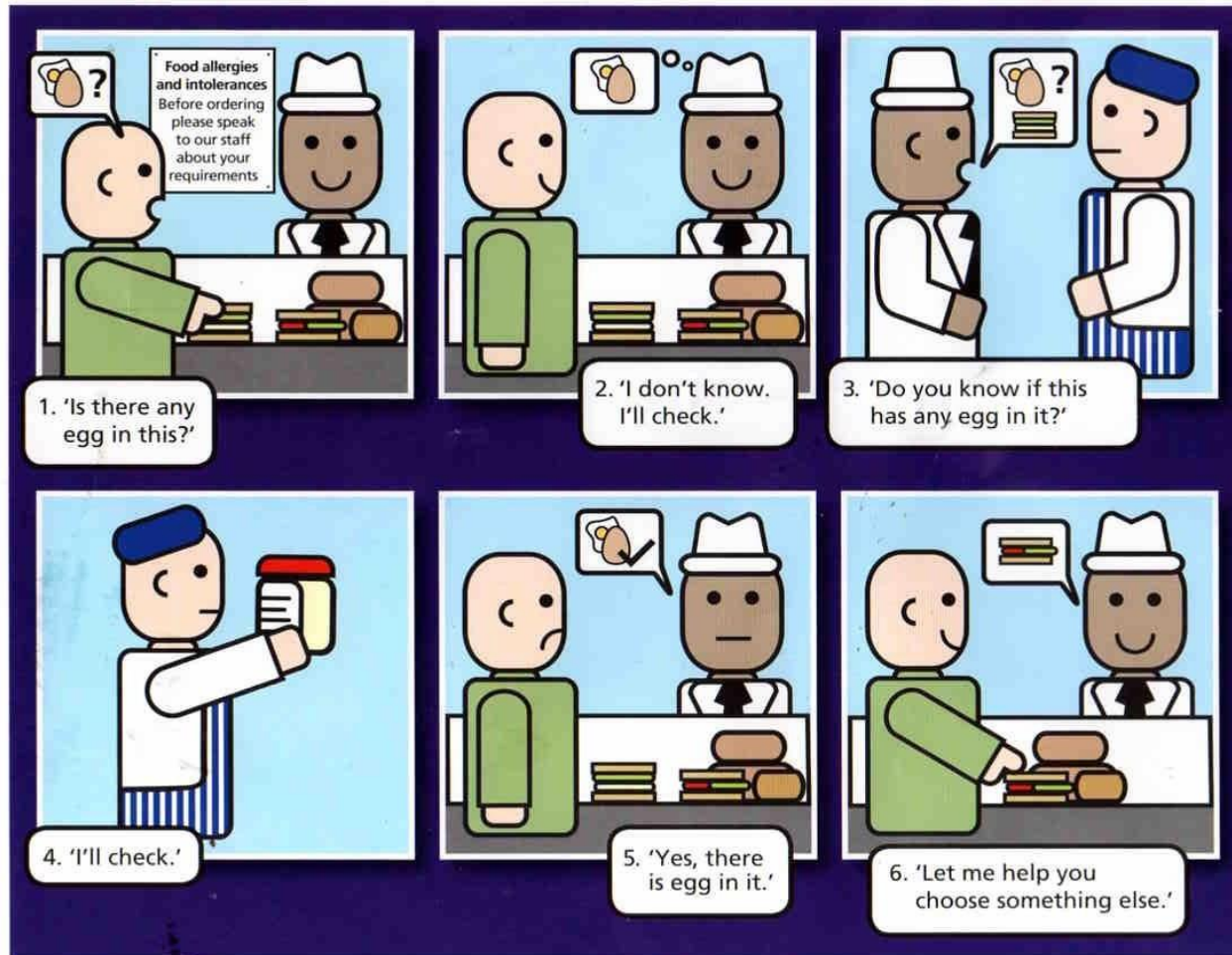
Golden Rules

- Use foods on or before the 'Use By' or 'Best Before' date
- Always wash your hands before handling food and after using the toilet
- Check that there are adequate facilities to do this and obviously if anyone even thinks they may have a transmittable disease such as vomiting, abdominal pain, nausea or diarrhoea, they should not handle food.
- Clean as you go – Keep equipment and surfaces clean and make sure that surfaces which come into contact with food are in a sound condition.
- Refrigerated Food must be covered and kept between 1– 4 Degrees Celsius.
- Hot food should be covered and kept above 63 Degrees Celsius.
- Keep raw and prepared foods separate.
- Ensure cuts and sores are covered with a waterproof dressing.
- Wear clean, protective clothing when handling foods, e.g. overall, apron, gloves.
- DO NOT Smoke when preparing food.
- Always dispose of waste foods properly and keep the lid on the dustbin

Think Allergy



When someone asks you if a food contains a particular ingredient – always check. From 13 December 2014, food businesses will need to provide information about allergenic ingredients in the food they serve.







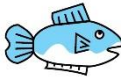









For more information and advice about allergy, visit: food.gov.uk/allergy
 A booklet **Allergen information for loose foods** is also available to download.



CAUTION



THIS FOOD MAY CONTAIN SOME OF THE FOLLOWING INGREDIENTS

	CELERY	This includes Celery stalks, leaves, seeds, and the root called celeriac, you can find celery in celery salt, salads, some meat products, soups and stock cubes.
	CEREALS CONTAINING GLUTEN	Wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats is often found in foods containing flour, such as some types of baking powder, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry ,sauces, soups and fried foods which are dusted with flour.
	CRUSTACAENS	Crabs, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for.
	EGGS	Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg.
	FISH	You will find this in some fish sauces, pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce.
	LUPIN	Yes, lupin is a flower, but it's also found in flour! Lupin flour and seeds can be used in some types of bread, pastries and even in pasta.
	MILK	Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt. It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces.
	MOLLUSCS	These include mussels, land snails, squid and whelks, but can also be commonly found in oyster sauce or as an ingredient in fish stews
	MUSTARD	Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups
	NUTS	Not to be mistaken with peanuts (which are actually a legume and grow underground), this ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (often used in Asian curries), stir-fried dishes, ice cream, marzipan (almond paste), nut oils and sauces.
	PEANUTS	Peanuts are actually a legume and grow underground, which is why it's sometimes called a groundnut. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and peanut flour.
	SESAME SEEDS	These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, houmous, sesame oil and tahini. They are sometimes toasted and used in salads.
	SOYA	Often found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces and vegetarian products.
	SULPHUR DIOXIDE	This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer. If you have asthma, you have a higher risk of developing a reaction



Multiple District 105 Lioness Clubs

Vulnerable Persons

The Disclosure and Barring Service (DBS) was established in 2012 and carries out the functions previously undertaken by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

Any club wishing its members to have DBS checks please contact their Lions District Vulnerable Persons Policy Officer (as listed in the Lions Clubs International Multiple District 105 Directory of Clubs and Officers).

Documentation regarding any new legislation affecting Clubs will be issued when appropriate.

More information, such as the guidelines for the use of images of children, can be found on the Lions Clubs International Multiple District 105 website:

<http://lionsclubs.co/MemberArea>

A consent forms for the use of images can be found overleaf, or downloaded from the Lioness Multiple District 105 site:

<http://www.lionessclub.org>



Multiple District 105 Lioness Clubs

Parental Consent Form for Use of Images of Children

I/We,..... the parent(s)/guardian(s) of:

(child's full name).....

(child's full name).....

hereby give (Name of Organisation)

permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our children named above,

taken by (name of photographer)

on behalf of the (Name of Organisation)

at(place).....

on (date).....

for any of the following uses:

- Advertisements, marketing, leaflets, or any other use such as for training, educational or publicity purposes.

The above consents will apply throughout the world and be for an indefinite period

/ expire on (date).....(delete as appropriate)

Signed.....Date.....

Signed.....Date.....

Address.....
.....

Postcode.....

Any personal data/special category data contained herein are processed in accordance with UK data protection legislation. If you would like further details, please ask for our main Privacy Notice.



Multiple District 105 Lioness Clubs

Data Protection and GDPR

“DO” AND “DON’T”

Here is a basic list of things to bear in mind when looking after people’s personal information appropriately while processing it for legitimate reasons:

DON’T – Do not panic! Most of the measures that are now legal requirements are probably already in place, but some more “formal” documented recognition of this is what’s required. “Common sense” is the approach needed.

DO – Do show everyone else’s personal information the same respect you would expect them to exercise on yours.

DON’T – You do not need someone’s explicit consent every time you want to do something with it. For example, if you have obtained someone’s personal information because they want to be a member of the Club, then you have their “consent” to do this as they have given you the data – no need to keep asking!

DO – However, if someone does not like the way you are processing their data (be it sharing it through a Directory or putting their photo on the Facebook page), then consider their wishes and don’t do it! Is it necessary for their details to be in a Directory shared with all clubs? – Well, if they are an officer of the Club, then probably this is reasonable processing. However, if they don’t like having their photo taken, then is it essential they are in that photo of handing over some charitable funds? – Again, if they are an officer of the Club, probably yes, if not then probably no.

DO – Make sure that your security on the data is as robust as is feasible! If your Club data is held on an electronic system, consider who else may be able to access the data. If you do everything on paper, then perhaps a lockable filing cabinet/box may be the answer.

DO – Do consider any compliance measures that are being recommended to your Club by the Multiple District 105 Advisory Body – these measures are designed to prevent your Club receiving big fines from the Supervisory Authority – the Information Commissioner’s Office (ICO) which you would have to find from the Administrative Account.



Multiple District 105 Lioness Clubs

“Generic” Privacy Notices for Forms and Emails

By law, every organisation that produces a form to collect personal information must include a “privacy notice”. Lioness Clubs will collect and process personal information on members, non-members, adults and children alike. Therefore, any form should include the following:

“Any personal data/special category data contained herein are processed in accordance with UK data protection legislation. If you would like further details, please ask for our main Privacy Notice”

“Personal data” is defined as any information relating to a natural person.

“Special category data” is defined as any personal data within certain categories, such as physical/mental health or condition; race or ethnicity; political or religious opinions. It does NOT include age.

EMAILS

Emails have slightly different rules to abide by as well as the Data Protection legislation. Therefore, the short privacy notice to go on there is a little longer;

“The Internet is not 100% secure. If you are not the intended recipient of this email, please notify the sender and then delete all copies. All reasonable security measures are in place. Any personal data/special category data herein are processed in accordance with UK data protection legislation. Further details are available in our Privacy Notice.”

This should be placed under a signature. On the email template you can put in a “signature” with any text you like so this can appear there.

The Multiple District and each club have been issued with their own individual Privacy Notice, which should be kept in the manual for safekeeping. It may be copied and supplied on request.

Any Multiple District 105 Lioness Clubs forms that require a Privacy Notice should be updated to include this. All download forms on the website will have the Privacy Notice applied. **Please destroy any hard copies of forms that do not include a Privacy Notice.**