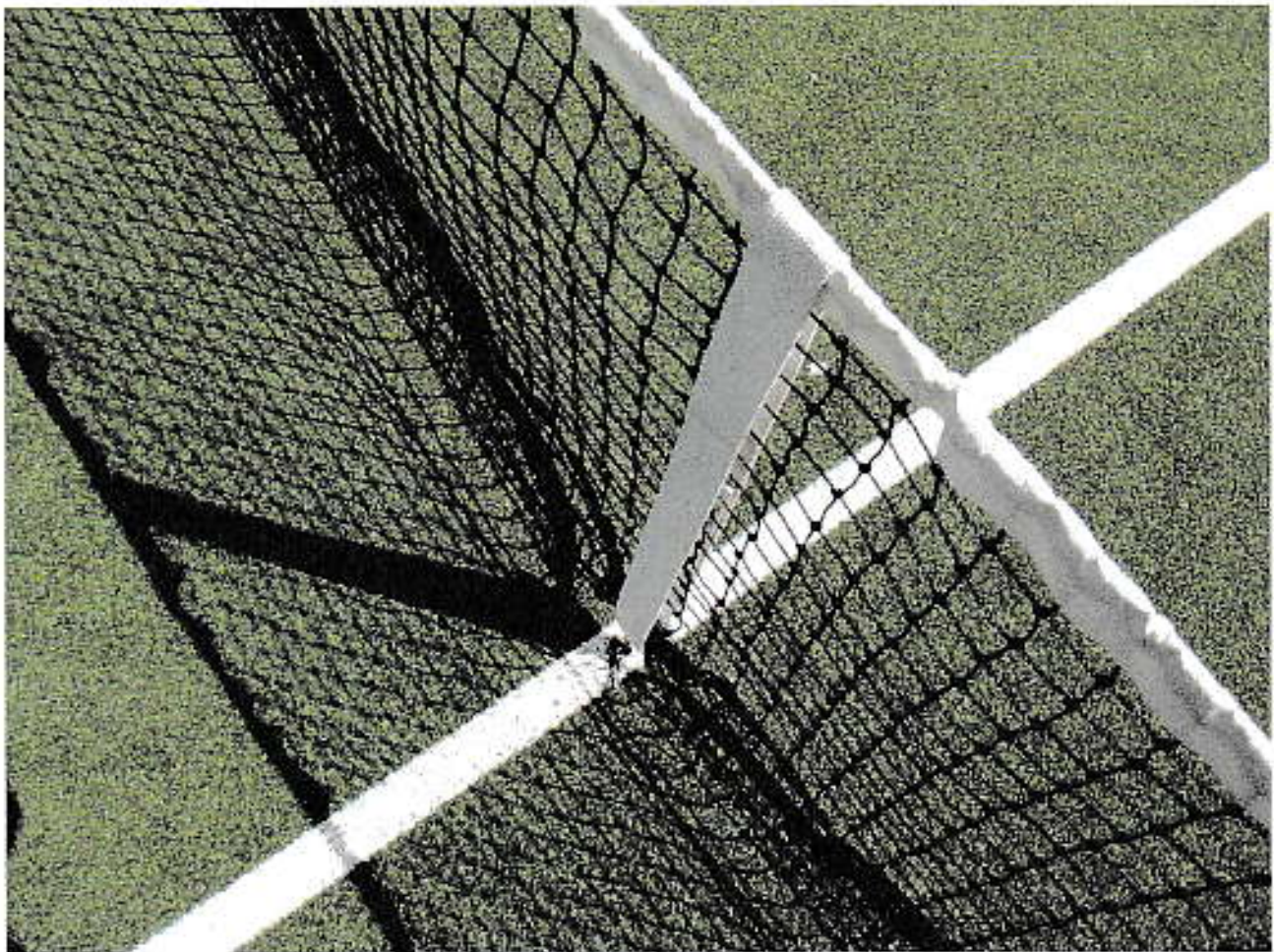




SALISBURY LAWN TENNIS CLUB
KEY POLICY DOCUMENTS

Part 4 of 4





SALISBURY LAWN TENNIS CLUB
KEY POLICY DOCUMENTS
ORDER OF PLAY (2023)

- Constitution
- Club and Court Rules
- The Committee
- Welfare Officer Details
- Safeguarding Policy
- Safeguarding Whistleblowing Policy
- Anti-bullying Policy
- Diversity and Inclusion Policy
- Safe & Inclusive Tennis – Reporting a Concern Form
- Code of Conduct for Coaches
- Code of Conduct for Players
- Code of Conduct for Parents and Carers
- Code of Conduct for Staff and Volunteers
- Volunteer Recruitment and Retention Policy
- Statement for Internet and Social Media Use
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- Policy for Recording and Publishing Images
- Changing Rooms Policy
- Travel Policy for Away Matches
- Policy for Sun Safety
- **GDPR External Privacy Policy For Members**
- **GDPR Internal Privacy Policy For Employees, Venue Officers, Contractors and Volunteers**
- **Wimbledon Draw Policy**
- **Club Insurance Certificates**
- Covid Risk Assessments (2020 & 2021)



SALISBURY LAWN TENNIS CLUB
GDPR EXTERNAL PRIVACY POLICY FOR MEMBERS
25 MAY 2018

For the purposes of the General Data Protection Regulation ("GDPR"), which comes into effect as of 25 May 2018, and UK data protection laws, the Controller is SALISBURY LAWN TENNIS CLUB ("SLTC") (the "Venue") of Salisbury Avenue, St Albans, Hertfordshire. For the purposes of this document, the term MEMBER refers to any person who has submitted the application for Membership Form and who has paid appropriate fees to SLTC.

About this document

Under the Data Protection Act, SLTC must:

- only collect information that is needed for a specific purpose;
- keep it secure;
- ensure it is relevant and up to date;
- only hold as much as is needed, and only for as long as the Controller needs it;
- allow the subject of the information to see it on request; and
- advise Members how the information is used and stored.

This privacy policy sets out the way we process your personal data and we have created this privacy policy to make sure you are aware of how we use your data as a member of our tennis venue.

How we collect your information

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website, or when you interact with us during your time as a Member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons, attend Club events);
- From someone else who has applied for membership on your behalf (for example a family member or your tennis coach who has provided us with your contact details for that purpose);
- From the LTA (for example, where the LTA passes on your details to us in connection with a complaint or query you have raised about SLTC).

The types of information we collect

We may collect the following types of personal data about you:

where this is necessary for our legitimate interests (or the legitimate interests of a third party), and/or where we have your consent, as applicable;

- Storing your details on a software platform which we may use in the future, such as the ClubSpark system managed and implemented by the LTA. Please note that your own use of software or system is subject to the Terms and Conditions and Privacy Terms published on that site;

where this is necessary for the legitimate interests as a tennis venue;

Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a Member of our Venue. Examples of these essential service communications are:

- Records of transactions, such as payment receipts or Direct Debit confirmations (as applicable).
- Membership related mailings such as your membership renewal reminder, notices of formal meetings and information about venue closures and holiday opening hours.
- Newsletter or general information communications for our Venue;

You are in control of how we communicate with you. You can decide not to receive the Newsletter (although we may still use the Newsletter for essential service communications) or other non-essential service communications and can update your choices and/or your contact details by contacting us at:

Email: sltcmgmt@gmail.com

Email: sltc1chairman@gmail.com

Sharing your information with others

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our employees and volunteers, for the purposes of administering your membership and giving you access to the membership benefits and services to which you are entitled;
- Our contractors and suppliers, including coaches, and any provider of membership management services, court booking and website services.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid Venue membership and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es), records of communications and interactions we have had with you), date of birth and playing ability / interests;
- Financial information, (which may include Direct Debit details should we offer that payment option);
- Certain other information which you volunteer when making use of your membership benefits (for example, when making court bookings if this implemented, signing up for Club tournaments, signing up for coaching courses hosted by SLTC or making use of other Venue facilities).

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a social event or a course/camp.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your Venue membership, including:
 - informing you about SLTC policies and rules, court / facilities opening hours;
 - taking payment of membership fees;
 - receiving information when you complete the Membership form for SLTC;
- Fulfilment of orders for goods and services, including court bookings;
- Providing SLTC Members (via a downloadable Excel spreadsheet) with contact details (name, phone numbers, email, membership category) of other Members to facilitate team and social match play. This data must not be used for any other purpose by Members, for example, but not limited to, making commercial offers, promoting business interests or charitable activities.
- Administration of the Wimbledon ballot, run in conjunction with the LTA;

where this is necessary for the performance of a contract (including any written terms and conditions relating to your membership) with you;
- Research and statistical analysis about who is playing tennis at our Venue including summary reports presented to Members at the Club Annual General Meeting;
- Communication about SLTC news, activities and events that we think may be of interest to you;
- Promoting SLTC and goods and services of relevant third parties (for example, equipment suppliers, operators of coaching courses, and organisers of tennis events) where we think this will be of interest to you;

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request") and information about how we are processing it. This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data (the "right to be forgotten"). This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact the Club Secretary or Club Chairman :

- by email: sltc1secretary@gmail.com
- by email : sltc1chairman@gmail.com
- or by post to Salisbury Tennis Club, Salisbury Avenue, St Albans, Herts AL1 4TY

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.



SALISBURY LAWN TENNIS CLUB
INTERNAL PRIVACY POLICY FOR EMPLOYEES, VENUE OFFICERS,
CONTRACTORS, AND VOLUNTEERS
25 MAY 2018

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the Controller is Salisbury Lawn Tennis Club (the "Venue") of Salisbury Avenue, St Albans, Hertfordshire.

For the purposes of this document, the term Venue Officers refers to any person who is an elected Officer of the Club as confirmed at the Annual General Meeting, or a member of the SLTC Committee who administer the Club affairs. The term Contractor refers to any party who is contracted by Salisbury Lawn Tennis Club to provide services or products. Volunteers refer to those Members of the SLTC who volunteer time to assist in the organization of activities specifically related to a tennis club. Member refers to any person who has submitted the application for Membership Form and who has paid appropriate fees to SLTC.

About this document

Under the Data Protection Act, the Controller must:

- only collect information that is needed for a specific purpose;
- keep it secure;
- ensure it is relevant and up to date;
- only hold as much as is needed, and only for as long as the Controller needs it;
- allow the subject of the information to see it on request; and
- advise Members how the information is used and stored.

This privacy policy explains how we collect, use and share your personal data, and your rights in relation to the personal data we hold. This privacy policy concerns our processing of personal data of employees, volunteers and Venue officers.

How we collect your information

We may collect your personal data in a number of ways, for example:

- From the information you provide to us when you interact with us by making an application for a job or a volunteer or other Venue position, for example when you come for an interview or when you submit a formal application to work for us and provide your personal data in application forms and covering letters, etc.;
- From third parties, for example your previous or current employers in relation to your application to work or volunteer for us;

- During the course of your employment or engagement as a volunteer or officer with us, for example when you provide your contact details to our HR staff, when you or another member of staff completes paperwork regarding your performance appraisals, and as may be generated in connection with your employment or other relationship with us more generally.
- As part of the process in preparing and signing contractual documents with you as a third party service provider the SLTC;

The types of information we collect

We may collect the following types of personal data about you (and your family members and 'next of kin', where relevant) through the sources defined above :

1. Contact and communications information, including:
 - your contact details (including email address(es), telephone numbers and postal address(es) and date of birth);
 - contact details (through various means, as above) for your family members and 'next of kin' where relevant;
 - records of communications and interactions we have had with you.
2. Financial information, including:
 - your bank account number(s), name(s) and sort code(s) (used for reimbursing your invoices, retentions and processing other payments);
3. Work-related information, including:
 - details of your work history and references from your previous employer(s);
 - your personal data captured in the work product(s) you create while employed by or otherwise engaged to work for us;
 - details of your professional activities and interests;
 - your involvement with/membership of industry bodies and professional associations;
 - details of your professional registrations as required to be maintained under your contract conditions with SLTC;
4. Any other information strictly relevant to your employment or other engagement to work for us.

The purposes for which we may use personal data (including special categories of personal data and criminal convictions and offences data, where applicable) we collect in connection with your employment or other engagement with us include:

- administering job, volunteer or officer applications and, where relevant, offering you other positions with us;
- carrying out due diligence checks on you during the application process for a role;
- once you are employed or engaged by us in any capacity, for the performance of the contract of employment (or equivalent agreement) between you and us;

- to pay you or to administer reimbursements and costs in connection with your employment or other engagement with us;
- contacting you or your family members and 'next of kin' for business continuity purposes, to confirm your absence from work, etc.;
- external and internal audit and record-keeping purposes;
- sharing your personal data with the LTA, county tennis associations and other venues for reasonable purposes in connection with the operation of the Venue.

The basis for processing your information

We may process your personal data for the above purposes because:

- it is necessary for the performance of a contract with you (your employment contract or equivalent) or in order to take steps at your request prior to entering into such a contract;
- it is necessary for our or a third party's legitimate interests. Our "legitimate interests" include our reasonable interests in the operation of the Venue, in accordance with all relevant legal requirements;
- it is necessary to protect your or another person's vital interests (in certain limited circumstances, for example where you have a life-threatening accident or illness in the workplace and we have to process your personal data in order to ensure you receive appropriate medical attention);
- it is necessary for the establishment, exercise or defence of legal claims (for example, to protect and defend our rights or property);
- we have your specific or, where necessary, explicit consent to do so (in certain limited circumstances, for example where you provide details of your racial or ethnic origin so that we can monitor our compliance with equal opportunities legislation);
- for compliance with our legal obligations (e.g. to exercise or perform any right or obligation conferred or imposed by law in connection with employment or for the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities).

Sharing your information with others

We may share your personal data with certain third parties for the purposes set out in this privacy policy. We may share some personal data with third parties including:

- other employees, volunteers, agents and contractors where there is a legitimate reason for their receiving the information, including third parties where we have engaged them to process data on our behalf as part of administering payroll services, the provision of benefits including pensions, etc.;
- internal and external auditors and legal advisers;
- when we are legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction), for example by HM Revenue and Customs;

- to a third party acquirer or investor where there is a reorganisation or sale of all or part of our business (or during negotiations for such a sale or reorganisation). In such a case we will take appropriate measures to ensure the security of your personal data;
- to the LTA and county tennis associations.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most employee, volunteer and officer data this means we keep it for as long as you have an active employment, volunteer or officer relationship with us and for a reasonable period thereafter for accounting, tax reporting, record-keeping and legal reasons.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your information (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact the Club Secretary or Club Chairman, using the contact details set out below.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your rights, you may contact the Club Secretary or Club Chairman ;

- by email: sltc1secretary@gmail.com

- by email : sltc1chairman@gmail.com

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk.



SALISBURY LAWN TENNIS CLUB

WIMBLEDON TICKET BALLOT PROCEDURES

2023

This Paper has been prepared to clarify the procedures, timing and administration of the Wimbledon Draw by the LTA. Over the past few years, the LTA has taken more direct control of the Wimbledon Ticket Process which has eased the administration for the Club. There is no longer a separate Club Draw for tickets allocated by the LTA to STC.

The role of STC is principally to alert Members to the opt-in dates published by the LTA each year and encourage as many of our Members as possible to enter for Wimbledon tickets if they wish to. Members will need to have a British Membership Number or be paid up as an LTA Advantage Member. Both of these can be processed fairly easily on the LTA website.

Below we have summarized the LTA Ticket Ballot Guidelines for 2023. Please note that these may vary each year and we recommend that Members refer to the LTA website for up to date information. In respect of terms and conditions, please refer to :

www.lta.org.uk/fan-zone/grand-slam/wimbledon-championships/ballot-terms-and-conditions

Members can of course purchase tickets directly from the LTA Advantage website.

2023 LTA Advantage Wimbledon Ballot Rules

Introduction

The following ballot rules must be adhered to by all Advantage Members seeking to enter the LTA Advantage Wimbledon Ballot administered by the Lawn Tennis Association (the "LTA"), and apply in addition to the LTA's general ballot terms and conditions applicable to all ticket ballots administered by the LTA, a copy of which are available [here](#) ("Terms"). In the event of a conflict between these rules and the Terms, these rules shall prevail. Please ensure that you read these rules and the Terms carefully prior to entering the LTA Advantage Wimbledon Ballot.

Eligibility

To be eligible for the LTA Advantage Wimbledon Ballot, an Advantage Member will need one of the following active tiers up until 23.59 on 22 January 2023:

- Play+ (13+ for Junior Play+); or Compete (13+ for Junior Compete); or Fan+

How to enter

Advantage members must Opt In through their secure Advantage online area, accessed with their username and password. Opt In will be open from 12 December 2022 to 19 January 2023, with no Advantage Member able to Opt In after Opt In has closed.

Multiple Ballots

LTA Advantage Members are only entered once into the LTA Advantage Wimbledon Ballot (including where a member holds multiple categories of membership at the same time, for example Play Plus and Fan Plus). However, if Advantage Members are eligible for other LTA ballots, they will be able to enter those ballots and may be successful in winning another pair(s) of tickets in addition to entering and being successful in the LTA Advantage Wimbledon Ballot.

Winners

The LTA Advantage Wimbledon Ballot will start on 23 January 2023, and successful Advantage Members will be contacted by email within 30 days of such date with details of the tickets that will be made available for them to purchase from the All England Lawn Tennis Club or its designated ticketing services provider. Winners who purchase tickets will be subject to the All England Lawn Tennis Club's terms of sale, made available to them at the time of purchase. Advantage Members will not be offered further tickets in the LTA Advantage Wimbledon Ballot if they decline, miss a deadline or pay for tickets.

Tickets

An LTA Advantage Member may only be assigned a maximum of one pair of tickets through the LTA Advantage Wimbledon Ballot. Please note that once tickets have been purchased by an Advantage Member they cannot be transferred. This includes (but is not limited to) selling or giving tickets to friends, family or other Advantage Members. The tickets must be used by the LTA Advantage Wimbledon Ballot winner and a guest only (the guest does not need to be an Advantage Member). Any ticket advertised or offered for sale, or otherwise transferred, whether by the participant or any third party, will be void.

Contact LTA

If you have any queries regarding the LTA Advantage Wimbledon Ballot, please contact us using the details available on the LTA website.



SALISBURY LAWN TENNIS CLUB **CLUB INSURANCES**

The following pages display the insurances held by Salisbury Lawn Tennis Club. These are renewed annually and are as follows :

Certificate of Employers Liability Insurance

Certificate of Public Liability, Professional Indemnity, Employers Liability and Directors & Officers Liability Insurance.



Name Registered Venue: Salisbury Tennis Club (St Albans, Herts)

Registration No: HER045

It is hereby certified that, by virtue of registration with Lawn Tennis Association, the above detailed registered venue is covered for the following Indemnity as hereinafter defined, whilst participating in the activities of an LTA registered venue. Cover is for UK residents only.

Period of Cover: 1st October 2022 to 30th September 2023

Primary Insurer: Hiscox Insurance Company Ltd

Policy Number: HU P16 1838055

PUBLIC LIABILITY, PROFESSIONAL INDEMNITY, EMPLOYERS LIABILITY AND DIRECTORS & OFFICERS LIABILITY INSURANCE

Policy Cover	Policy Number	Limit of Indemnity	
Public Liability	HU P16 1838055	£60,000,000 (£25,000,000)	any one event and any one period for Products/Pollution
Professional Indemnity	HU P16 1838055	£10,000,000	any one event
Employers Liability	HU P16 1838055	£10,000,000	any one event
Directors & Officers	HU P16 69382033	£1,000,000	any one event and any one policy period
Abuse	HU P16 1838055	£10,000,000	any one event and any period of cover

Cover

Cover is provided for liability for damages and legal costs arising out of Third Party loss, injury or damage, in connection with the activities of an LTA registered venue and notified to the insurers within the period noted above. Cover includes public liability, professional indemnity, liability for damage to leased and rented premises, indemnity to principals and liability arising out of goods sold or supplied including refreshments. The cover is written on a claims made wording, which means that the cover will respond when the claim is made, not when the incident occurred. All incidents that may give rise to a claim in the future should be notified to the insurers through Howden UK Group at the time of incident.

The Public Liability limit of indemnity consists of the following layers of cover:

Hiscox Insurance plc	(Policy Number HU P16 1838055)	-	£10,000,000
Zurich	(Policy Number KD866877)	-	£10,000,000
AIG Europe Limited	(Policy Number 0024532693)	-	£40,000,000

PLEASE NOTE - If you hire your facilities to a third party, or employ contractors at your premises, you should ensure that they have adequate public liability cover in force. We would recommend a minimum limit of at least £5,000,000, copies of their insurance evidence should be retained for your records.

MULTI SPORTS EXCLUSION:

Cover for the following are specifically excluded:

Cricket (other than if part of a coaching programme), Hockey, Football, Clay Pigeon Shooting, Rugby, Hockey, Martial Arts (Karate, Judo, Kick Boxing, Jujitsu, etc) Rowing, Sailing, Canoeing, Windsurfing, Scuba Diving, Horse Riding and all equestrian sports, Airborne Sports, Rock Climbing/Abseiling, Bungee Jumping, Motor Sports, Potholing, Gymnastics

Football and touch/tag rugby, hockey, cricket & rounders are covered if they are organized as part of a tennis coaching session or as a fitness training method for players under the guidance of a licensed coach.

PRINCIPAL EXCLUSIONS:

- Liability arising out of:
 - criminal Acts
 - the ownership, possession or use of any mechanically propelled vehicle, aircraft, hovercraft or water-borne craft.
 - product Guarantee or recall, repair or replacement.
 - in connection with damage to any data.
 - damage to own property.
 - abuse in respect of any individual who actually commits, condones or ignores any abuse or molestation
 - any statement known to be defamatory at the time of publication
 - any liability under contract which is greater than the liability you would have had at law without the contract

Restricted cover applies in respect of legal actions brought in a court of Law within the USA or Canada

The above is intended to be a summary only; full copies of the policy wording are available upon request. For any queries concerning the details above, please contact Howden Insurance Brokers on 0121 698 8003.

Howden is a trading name of Howden Insurance Brokers Limited, part of the Hyperion Insurance Group. Howden Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority in respect of general insurance business. Registered in England and Wales under company registration number 725875. Registered Office: One Creechurch Place, London, EC3A 5AF. Calls may be monitored and recorded for quality assurance purposes.

IN THE EVENT OF A CLAIM

You must report every claim and any incident that is likely to give rise to a claim in the future. Please contact Howden UK Group on 0121 698 0043 and complete the necessary report/claim form as soon as possible to avoid prejudicing your claim. Do not admit liability and do not make an offer or promise to pay.

INCIDENT NOTIFICATION GUIDELINES

It is important that all incidents that may give rise to a claim are reported to us as soon as possible after the event. This will enable Insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind. This will also ensure that you are complying fully with your policy terms and conditions.

In order to achieve this, we ask that you notify us immediately of any incident that involves:-

- a fatal accident.
- an injury involving either referral to or actual hospital treatment.
- any allegations of libel/slander.
- any allegations of Professional Negligence i.e. arising out of tuition, coaching or advice given.
- any investigation under any child protection legislation.
- any circumstance involving damage to third party property.

An injury is defined as:-

- any head injury that requires medical treatment (Doctor or Hospital.)
- any fracture other than to fingers, thumbs or toes.
- any amputation, dislocation of the shoulder, hip, knee or spine.
- loss of sight (whether temporary or permanent.)
- any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours.
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Please note the above list is not exhaustive and if you are unsure as to whether an incident should be reported, then please do not hesitate to contact Howden UK Group Claims Department for further advice.

We would remind you that in NO circumstances should you admit liability or agree to pay for any damage caused as this may prejudice the position of Insurers and COULD result in the withdrawal of any indemnity.

Finally, please note that this is a Liability Policy where Insurers decide if negligence attaches to you. Therefore any payments you make to any third parties will not necessarily be reimbursed.

INCIDENT RECORDING GUIDELINES

We would recommend that a designated person within your organisation is made responsible to record any reportable accident. Records must be kept for at least 5 years. Names and addresses of any possible witnesses should also be recorded.

Current legislation does not specify the format of an accident register but the Accident Book BI 510 obtainable from HMSO is frequently used and is approved by the Information Commissioner for D&A Compliance.

The register must contain the following information relating to all reportable accidents or dangerous occurrences:

- date and time of accident
- as regards a person at work - full name; occupation; nature of injury; age
- as regards a person not at work - full name; status (e.g. customer); nature of injury; age
- place where accident occurred
- a brief description of the circumstances
- method by which the event was reported.

REPORTING INCIDENT TO HEALTH & SAFETY EXECUTIVE

You may also have obligations under the RIDDOR 95 regulations to report incidents to the HSE. For further information and to obtain a copy of the "RIDDOR explained" leaflet log onto the HSE website www.hse.gov.uk