



**CERTIFICATE OF PUBLIC LIABILITY INSURANCE**  
**FOR**  
**THE ASSOCIATION OF GUILDS OF**  
**WEAVERS, SPINNERS & DYERS**

**INSURED:** All subscribed members of the National Association of Guilds of Weavers, Spinners & Dyers, as advised to insurers

**COVER:** Public & Products Liability

**LIMIT OF INDEMNITY:** £5,000,000 each and every Public Liability claim and £5,000,000 in the aggregate for Products Liability claims

**PERIOD OF INSURANCE:** 1 November 2012 to 31 October 2013

**INSURERS:** Ansvr Insurance  
Ansvr House  
St Leonards Road  
Eastbourne  
East Sussex  
BN21 3UR

**POLICY NUMBER:** CCP 2154498

**CONTRACT:** Charity & Community Connect – policy details and terms are available on request

**BROKERS:** Endsleigh Insurances (Brokers) Ltd  
Hadley House  
Shurdington Road  
Cheltenham  
GL51 4UE

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**Signed** ..... **Dated** .....28 October 2012.....



# The Somerset Guild of Weavers, Spinners and Dyers

*Registered Charity No: 295125*

## Health and Safety Policy Statement

1. It is the policy of Somerset Guild of Weavers, Spinners and Dyers to maintain safe and healthy conditions for members, visiting speakers and other guests at any Guild meeting or workshop.
2. The Somerset Guild will:
  - Provide adequate control of health and safety risks arising from our Guild activities
  - Consult with members on matters affecting health and safety
  - Provide and maintain safe equipment
  - Ensure safe handling of Guild equipment
  - Provide information to ensure members are able to behave safely at Guild gatherings
3. The Somerset Guild will review and revise this policy as necessary at regular intervals.
4. The Guild will:
  - Ensure that it regularly identifies and records risk
  - Where appropriate will ensure that action is taken to reduce risk
5. The Guild will ensure that members know who is responsible for managing health and safety at Guild gatherings and who is has first aid knowledge.

The person with overall responsibility for Health & Safety within the Guild is:

Date:



# The Somerset Guild of Weavers, Spinners and Dyers

*Registered Charity No: 295125*

## Risk Assessment

Description of Risk	Possible Consequences of Risk	Recommended Action with Costs
<p>Dyeing workshops where members use chemical dyes and transport hot fabrics to rinse. Electric equipment used to heat dye liquid. All done with qualified supervision.</p>	<ul style="list-style-type: none"><li>i. Breathing in dye dust.</li><li>ii. Slips, trips and falls with hot fabric.</li><li>iii. Electrical accidents.</li></ul>	<ul style="list-style-type: none"><li>i. Minimise amount of chemical dye at workshop and wherever possible use made up liquid. Ensure adequate ventilation. Wear protective clothing – aprons and gloves. Ensure all dye stations are fully supervised</li><li>ii. Maintain clear walkways to washing facility and use containers to prevent drips. Reduce distance between dye pans and sink.</li><li>iii. Ensure all equipment is certified and checked annually</li></ul>



# The Somerset Guild of Weavers, Spinners and Dyers

Registered Charity No: 295125

## Risk Assessment (continued)

Description of Risk	Possible Consequences of Risk	Recommended Action with Costs
<p>Crowding in the main hall when members sit with spinning equipment and tables are used around the sides of hall</p>	<p>i. Slips, trips and falls due to inadequate walkways and/or space for seating.</p>	<p>i. Ensure booking of tables is co-ordinated through a single person so that there is sufficient space for chairs and spinning wheels.</p> <p>ii. Committee members to support and guide members to keep adequate walkways around spinning wheels and chairs</p> <p>iii. Members to be briefed regularly about observing safe practice in the hall</p>
<p>Library books have to be moved from lock-up to hall every month. Books are in boxes and are heavy. Boxes are stored on shelves in lock up necessitating lifting of boxes. Walkways in hall can be blocked with chairs, tables and wheels.</p>	<p>i. Back injury through lifting boxes.</p> <p>ii. Falls whilst moving boxes.</p>	<p>i. Investigate use of book trolleys that remove lifting risk – cost implications to this.</p> <p>ii. Ensure there is adequate space in hall to manoeuvre trolley(s) monitored by hall co-ordinator.</p>



# The Somerset Guild of Weavers, Spinners and Dyers

Registered Charity No: 295125

## Data Protection Act - Policy Statement

### 1. Introduction

The Guild needs to collect and use some personal information about members to run the business of the Guild. This information will be collected and dealt with appropriately whether it is collected on paper or stored electronically. The Guild will adhere to the Principles of Data Protection as set out in the Data Protection Act 1998.

### 2. Key Terms used in this policy

**Data Controller** – The person or organisation who decides what personal data to collect and how to process it.

**Data Subject** – a living person, about whom data is collected, held or used.

**Data Protection Officer** – The person who ensures the Guild complies with the Data Protection Act 1998.

**Data Processing** – From the moment personal details about an individual are taken to the moment their file is finally shredded or deleted, data about them is being 'processed'.

**Personal Data** – The information that is collected about individuals.

### 3. Key Principles

- The Guild is the data controller as set out in the Data Protection Act 1998.
- The Membership Secretary will take responsibility as "The Data Protection Officer".
- Each member will supply, upon renewing membership, up-to-date details as follows: Name, Postal address, Telephone number, Email address.
- The Membership Secretary will have the master electronic record which will be kept securely. Other Guild Committee members will have PDF or paper versions of the list.
- The Membership Secretary may also use the master list to note other relevant information such as journal fees.
- A circulated list of members will contain the contact details of **only** those members who have clearly expressed the wish to be included in such a list (but **will** list all members' names).
- This paper copy will be circulated at the start of the year along with the Guild Programme
- The members of the Guild will comply with the following requirements: Only paid-up members are allowed to use the circulated list data and only for Guild purposes.
- Ex-members must destroy all Guild data lists; current members must destroy out-dated lists.
- **No** data may be quoted to anyone not a member of the Guild. Data lists may not be shown to, lent to nor accessed by a non-member.
- All data of members known to be inaccurate or in need of amending will be edited on the stored data lists and verbally given out at the next business meeting, **if permission is given by the member to do so.**
- This policy statement will form part of the notes given to new members.
- This policy will be re-addressed at each AGM for any necessary revisions, legislation changes and changes of responsibility within the Guild.

Signature of Chair:

Date: