

PREMIUM NOTIFICATION

Agent

Clark Thomson Ins Brokers Ltd(Inverness)
Clark Thomson House
Fairways Business Park
Inverness
IV2 6AA

Phone: 01463 233105
UK 4157

Policyholder

CFTTB of Welsh Petanque Association
10 Grenville Road
CARDIFF

CF23 5BP

462328

Policy number	CCP 2316523	Reason	Renewal.
Policy type	Charity and Community Connect		
Period of insurance from	0:01 Hrs 9/01/20	Premium	£1,269.62
	to Midnight 8/01/21	Insurance Premium Tax (IPT)	£152.35
		Total premium	£1,421.97

Number of claims in previous insurance year: 0

Please refer to the notes overleaf regarding renewal of your policy.

Date of Issue 13/01/20

Does this policy still meet your needs?

Your requirements may change over time, so you may benefit from reviewing the current sums insured, limits of indemnity and the level of cover under your policy to ensure it remains sufficient for your needs. Contact your insurance advisor or us to discuss any changes that you need.

Notes applying to renewal of your policy

1. It is your responsibility to take the necessary action to renew your policy before the renewal date to ensure that you remain covered. Contact your insurance advisor or us if you have any questions about the renewal of your policy.
2. a) If you pay your premium annually then payment must be made to your insurance advisor or us before the renewal date. No obligation rests on us to accept the premium if paid after the renewal date.
b) If you pay your premium by instalments to us, no action is needed if you intend to renew the policy. If you decide not to renew your policy, please cancel the direct debit mandate.
3. You must make sure that the information provided to us for this policy is, and will continue to be accurate and not misleading and is a fair presentation of the risks we are accepting. In respect of the policy renewal, this includes any changes occurring during the last period of insurance. If any of the information you provide is not accurate or is misleading, then we may reduce the amount we pay for any claim, or in some cases, make no payment at all, cancel your policy and keep the premium. You should keep a record (including copies of letters) of any information you give to your insurance advisor or us when renewing the policy.
4. If in between the time of the issue date of this document and the renewal date, you suffer a loss, damage or any other incident that gives rise to a claim, then we retain the right to alter or withdraw the terms of the renewal.
5. a) Your last declared income and wage roll figures are shown in the enclosed Statement of Facts. If these figures have changed by more than 10%, please inform your insurance advisor or us as it may be necessary to reassess your renewal terms.
b) We may require you to complete a declaration form in advance of your renewal date and this must be returned to your insurance advisor or us by the date stated on the form, otherwise a premium loading may be applied.
6. You may have difficulty obtaining the cover you currently have should you decide to cancel or not renew your policy, for example if your premises are in an area prone to flooding or subsidence.

Important Reminder

Throughout your policy there are special requirements which are aimed at reducing the risk of loss, damage or liability. If you do not keep to these requirements we will not pay for claims (unless we agree otherwise). Please make sure you comply with any requirements that apply to you.

Date of Issue 13/01/20

NOTICE TO POLICYHOLDERS

MONTHLY PAYMENT PLAN CHARGES FROM 1ST AUGUST 2019

Please be aware that if you pay for your insurance by monthly instalments, the amount we charge for this facility will be changing from the 1st August 2019.

If you are one of our charity or faith customers, our monthly payment plan will be available at 0% interest. For household and all other commercial customers, the amount we charge for our monthly payment plan will be 7% (typical APR 16.25%). We understand any increase to the amount you pay may not be welcome. However, we remain dedicated to providing cover that is flexible to your needs, both now and in the future.

NOTICE TO POLICYHOLDERS
CHANGE OF
TELEPHONE NUMBER FOR EMERGENCY GLASS REPLACEMENT
ADDRESS FOR FINANCIAL CONDUCT AUTHORITY

The phone number should you need to make a glass claim has changed.

If you wish to make a claim for glass, please call the emergency glass replacement phone number **0345 6000 148**.

- If you suffer glass breakage you can call our selected specialist provider who will effect a rapid repair.
- If you are insured for glass breakage, they will issue separate invoices to:
 - you in respect of any policy excess and recoverable VAT
 - Ansvar for the remaining cost.
- If the glass is not insured, you will be solely responsible for the entire cost of repairs.

The phone number for GLASS shown in the policy wording under Making a Claim, should not be used. Dialling this number may delay your claim. If you are unsure what to do, then please call our claims number on 0345 606 0431.

The address for the Financial Conduct Authority (FCA) has changed. The address for the FCA shown under 'USEFUL ADDRESSES' in the policy wording is deleted and replaced by:

FINANCIAL CONDUCT AUTHORITY
(To protect and enhance consumer
confidence in the UK financial system)
12 Endeavour Square
London, E20 1JN
www.fca.org.uk

THE SCHEDULE: Attaching to and forming part of the policy bearing the number below and written upon policy form FA58 0117.
 Subject to the terms and conditions of the policy the insurance is for the period shown.

Agent

Clark Thomson Ins Brokers Ltd(Inverness)
 Clark Thomson House
 Fairways Business Park
 Inverness
 IV2 6AA

Phone: 01463 233105
 UK 4157

Policyholder

CFTTB of Welsh Petanque Association
 10 Grenville Road
 CARDIFF
 CF23 5BP

462328

Policy number **CCP 2316523**

Reason **Renewal.
 Re-Issued Renewal**

Policy type **Charity and Community Connect**

Period of insurance from **0:01 Hrs 9/01/20**
 to **Midnight 8/01/21**

Premium £1,269.62

Insurance Premium Tax (IPT) £152.35

Total premium £1,421.97

AIMS OF THE INSURED:

A voluntary not for profit National Governing body of the sport of Petanque in Wales with 17 clubs within Wales
 To promote public awareness of the sport
 Maintain recognition for the Association from the national organisation responsible for developing and promoting sport and activity in Wales.
 Promoting international links to the FIPJP & the CEP

CHARITABLE ACTIVITIES OF THE INSURED:

- a) The following activities which you have declared to us:
- * The playing, practicing,umpiring and or coaching of the sport of Petanque
 - * The organisation of National and Non-National competitions and Leagues
 - * Leagues divided into three divisions, in total 22 teams taking part totalling 88 members played within SE Wales
 - * 5 Trips abroad to Play Petanque with a maximum of 6 players per event. Cover extends to Latvia, France, Spain, Sweden and Switzerland.

Policy number CCP 2316523

ADDITIONAL RISK INFORMATION

- * The preparation, marking and setting up of associated playing or practice areas
- * Coaches - coaching at non registered clubs and with non members
- * Committee and Annual General Meetings
- * Minor fund raising
- * Clubs run open events, come and try sessions and occasional guest membership

b) The following activities are automatically included:

- * attendance at trade shows, exhibitions, conferences, meetings and seminars
- * clean-ups and litter picks
- * clerical and non-manual work
- * collection and delivery work
- * domestic work, including domestic gardening
- * firework and/or bonfire events not exceeding an attendance of 100 persons at any one time
- * fundraising events, other than firework and/or bonfire events, not exceeding an attendance of 1,000 persons at any one time
- * recreational activities

provided any activity above is not otherwise more specifically excluded in any section of this policy or by any endorsement forming part of this schedule or otherwise by us in writing.

Policy number CCP 2316523

SCHEDULE

Location: 10 Grenville Road CARDIFF CF23 5BP

Your No Claims Discount is 2 year(s)

SECTION	EXCESS (Unless another amount is stated by endorsement or in the policy wording)	COVER
1 BUILDINGS		NOT OPERATIVE
Sum Insured		£0
Tenants improvements		£0
2 CONTENTS		NOT OPERATIVE
Contents		£0
Electronic and computer equipment		£0
Stock		£0
3 ALL RISKS		NOT OPERATIVE
Sum Insured (as per enclosed specification)		£0
4 MONEY		NOT OPERATIVE
Limit during working hours		£0
Limit in transit		£0
Limit in bank night safe		£0
Limit in Safe		£0
Personal Accident (Assault)		
Capital Benefits		£0
Weekly Benefits for persons aged 16 to 75 years		£0
5 BUSINESS INTERRUPTION		NOT OPERATIVE
A - Loss of Income (max. indemnity period 00 months)		£0
B - Extra Expenses (max. indemnity period 00 months)		£0
C - Gross Profit (max. indemnity period 00 months)		£0
D - Rental Income (max. indemnity period 00 months)		£0
6 BOOK DEBTS		NOT OPERATIVE
Sum Insured		£0
7 EMPLOYERS LIABILITY		OPERATIVE
Indemnity Limit		£10,000,000
8 PUBLIC & PRODUCTS LIABILITY	£100	OPERATIVE
Indemnity Limit		£5,000,000
including Libel and Slander		£100,000
9 PROFESSIONAL INDEMNITY		NOT OPERATIVE
Indemnity Limit		£0
Retroactive date -		
10 PROPERTY OWNERS LIABILITY		NOT OPERATIVE
Indemnity Limit		£0
11 LOSS OF LICENCE		NOT OPERATIVE
Sum Insured		£0

Policy number CCP 2316523

SCHEDULE

SECTION	EXCESS (Unless another amount is stated by endorsement or in the policy wording)	COVER
12 PERSONAL ACCIDENT		NOT OPERATIVE
13 COMPUTER BREAKDOWN		NOT OPERATIVE
Computer equipment		£0
Data		£0
14 REFRIGERATED CONTENTS		NOT OPERATIVE
Limit any one Unit		£0
Total Sum Insured		£0
15 GOODS IN TRANSIT		NOT OPERATIVE
Own Vehicle Limit		£0
Limit any one package		£0
Limit any one consignment		£0
16 TRUSTEES & DIRECTORS INDEMNITY	£250	OPERATIVE
Indemnity Limit		£1,000,000
Retroactive date -		
17 FIDELITY GUARANTEE		NOT OPERATIVE
Indemnity Limit		£0
Retroactive date -		
18 PR CRISIS COMMUNICATION		NOT OPERATIVE
Sum Insured		£0
19 MOTOR POLICY COMPENSATION		NOT OPERATIVE
Limit any one driver/person		£0
20 LEGAL EXPENSES		OPERATIVE
Indemnity Limit		£250,000

Policy number CCP 2316523

SCHEDULE

Endorsements

062 - Declarations
420 - Work Abroad Extension (Public Liability)
482 - Policy Changes April 2018

215 - Activities
423 - Work Abroad (Employers' Liability)
483 - Policy Changes May 2018

Policy number CCP 2316523

ENDORSEMENTS

62 DECLARATIONS

Prior to each renewal date, **we** may require **you** to complete a declaration of changes to various factors on which **we** base **your** renewal terms. If changes have occurred, or if **you** fail to submit **your** declaration to **us**, **we** may consequently adjust **our** terms for the forthcoming renewal.

Policy number CCP 2316523

ENDORSEMENTS

215 ACTIVITIES

1. EXCLUDED ACTIVITIES

The following exclusions are added to WHAT IS NOT COVERED under section 8 (Public and Products Liability):

a) Liability arising from any of the following activities:

- | | |
|--|---|
| <ul style="list-style-type: none"> i. <ul style="list-style-type: none"> • abseiling • aerial activities of any kind • American football or Australian rules football • climbing requiring the use of hands as well as feet (other than children's playground equipment) • fire walking • firework and/or bonfire events organised or run by any professional supplier • glacier walking or trekking • Gaelic football • gorge walking and the like • gymnastics ii. football where: <ul style="list-style-type: none"> - your football team(s) is (are) participating in a league system (including official training and practice sessions) - you manage, control or organise a football league system. iii. water activities (other than swimming, snorkelling, surfing, windsurfing or the use of non-mechanically propelled watercraft not exceeding nine metres in length whilst operated on inland waterways only or within three miles of the coast provided they are not used in any white water activity). | <ul style="list-style-type: none"> • horse, pony or donkey riding of any kind • martial arts or fighting sports of any kind • Olympic style weightlifting • parkour or freerunning • powerlifting • professional sport of any kind • racing or time trials (other than on foot) • rugby • tree climbing • underground activities of any kind including but not limited to caving and potholing. |
|--|---|

b) Liability arising from any activity that involves the use of:

- | | |
|--|--|
| <ul style="list-style-type: none"> • airborne lanterns • bicycles other than for normal road use • cables or wires • elastic ropes • fireworks or explosive items (other than as specifically stated as part of your Charitable Activities shown in the schedule) • land, kite or fly boards of any kind • land, sand or ice yachts of any kind • motorised fairground rides • roller blades • sandboards | <ul style="list-style-type: none"> • segway vehicles • skates • skateboards and hover boards • skis • sleds • snowboards • snow tubes of any kind • toboggans • water based play inflatables • weaponry. |
|--|--|

c) Liability arising from any activity that involves the ownership, possession or use by **you** or on **your** behalf, or by any person entitled to cover under this section, of any:

- motor car, van, lorry, motor unit of an articulated lorry, coach, bus, mini-bus, quad bike, go-kart, motorcycle, motor tricycle, motor scooter or moped
- trailer used for carrying people (whether fare paying or not) for which compulsory motor insurance or security is not required.

d) Liability, other than liability relating to **products**, for any **mobility equipment** hired or loaned out by **you**.

2. PROFESSIONAL SUPPLIERS CONTINGENCY EXTENSION

Section 8 (Public and Products Liability), subject to its terms, exceptions and conditions, extends to cover the following specified activities whilst under the overall control of any **professional supplier** subject to the special requirement for Insurance Checks for Professional Suppliers of Activities:

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • abseiling • aerial runways • air rifle shooting • archery • assault courses • BMX riding • clay pigeon shooting • climbing wall • climbing with ropes • dry slope skiing or boarding | <ul style="list-style-type: none"> • go-karting • gymnastics • horse, pony or donkey riding • ice skating • inflatable play equipment • javelin throwing • land, kite or fly surfing or boarding • land, sand or ice yachting • motorised fairground rides • Olympic style weightlifting | <ul style="list-style-type: none"> • paint-balling • powerlifting • roller blading • roller skating • rope courses • skateboarding • zip wires • zorbing. |
|---|--|---|

Policy number CCP 2316523

ENDORSEMENTS

420 WORK ABROAD EXTENSION (PUBLIC LIABILITY)
The following definition applies to this extension:

work abroad **your** additional temporary activities outside the **territorial limits** which:

- have been declared to **us** by **you** and accepted by **us** in writing, including any temporary visits to attend meetings or carry out clerical or managerial work, all in connection with the declared activities, and
- are carried out by **you** or any **employee** with **your** full knowledge and authority, provided **you** are, or any **employee** is, normally resident within the **territorial limits**

The following extension is added to section 8:

WHAT IS COVERED WORK ABROAD

We will pay all amounts which **you** become legally liable to pay as damages for accidental:

- a) **bodily injury** to any person
 - b) **damage** to material property
- occurring during the
- period of insurance**
- and arising from
- work abroad**
- , in connection with
- your activities**
- .

The most **we** will pay is subject to and forms part of (not additional to) the Claims settlement limitations for Public and Products Liability stated in section 8.

WHAT IS NOT COVERED

The standard exclusions for this section apply other than to the extent of cover by this extension and the following exclusions are added:

1. £500 **excess** in respect of each **claim** for **damage** to material property.
2. **We** do not cover liability arising from any:
 - a) travel to or work within any country against the advice issued by HM Government
 - b) **products** unless any action for damages is brought in a court of law within the **territorial limits**
 - c) demolition work
 - d) work involving the application of heat
 - e) work undertaken at a height greater than 8 metres (26 feet) from ground level.
3. Any liability for which cover is otherwise available under a business travel insurance arrangement.
4. Any **claim** if **you** failed to comply with a special requirement to this extension and such failure caused, or worsened the liability.

Special requirements for work abroad extension

You are required as a condition precedent to **our** liability for **work abroad** to ensure that:

- 1 HEALTH AND SAFETY RISK ASSESSMENT
you have completed a full written health and safety risk assessment for such work and that it is complied with at all times.
- 2 TRAINING
you have a written training programme for such work and that all **employees** complete this training not more than one month before any work commences.
- 3 SUPERVISION
employee(s) qualified or fully experienced in such work supervise all **your** other **employees** to ensure that **your** health and safety risk assessment is complied with at all times.

Policy number CCP 2316523

ENDORSEMENTS

423 WORK ABROAD (EMPLOYERS' LIABILITY)

The following definition applies to this endorsement:

work abroad **your** temporary:

- clerical and managerial work, and
- visits to attend conferences, meetings or seminars
- other activities which have been declared to **us** by **you** and accepted by **us** in writing outside the **territorial limits**, carried out by **you** or any **employee** with **your** full knowledge and authority, provided **you** are, or any **employee** is, normally resident within the **territorial limits**

Section 7 is deleted and replaced by the following:

Section 7 Employers' Liability

WHAT IS COVERED

We will pay all amounts which **you** become legally liable to pay as damages and **costs and expenses** for **bodily injury** to any **employee** caused during the **period of insurance** in connection with **your activities** and occurring:

- in the **territorial limits**
- elsewhere in the world in respect of **work abroad**.

Within **costs and expenses**, **we** will also pay the cost of legal representation at any Coroner's Inquest, Fatal Accident Inquiry or Court of Summary Jurisdiction incurred with **our** written consent.

RIGHT OF RECOVERY

The cover under this section shall be interpreted as being in accordance with the provisions of any law relating to compulsory insurance of liability to **employees** in the **territorial limits** but **you** shall repay to **us** all sums paid by **us** which **we** would not have been liable to pay but for the provisions of such law.

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

If this section or the policy is cancelled the Certificate of Employers' Liability Insurance issued for this section is cancelled at the same time.

Special requirements for Employers' Liability

You are required as a condition precedent to **our** liability:

1 CORPORATE MANSLAUGHTER

under the Corporate Manslaughter extension to this section to ensure that **you**:

- obtain **our** written consent prior to the appointment of any solicitor or counsel to act for **you**
- notify **us** immediately about any summons or other process served upon **you** which may give rise to a **claim** under this extension
- do not commence an appeal without **our** written consent and such consent will only be given if counsel has advised that it is more likely for an appeal to be successful than not.

2 WORK ABROAD

for any work undertaken outside of the **territorial limits**, to ensure that:

- a) before any **employee**, director or partner travels outside of the **territorial limits**, they have:
 - suitable and valid personal travel insurance cover, or is a member of a group travel insurance arrangement, for the country(ies) they are visiting and disclosed the nature of the trip to the travel insurer
 - been referred to a medical practitioner or health care professional and received any appropriate immunisation against sickness or disease for the country(ies) they are visiting
- b) **you** have completed a full written health and safety risk assessment for such work and that it is complied with at all times
- c) **you** have a written training programme for such work and that all **employees**, directors or partners complete this training not more than one month before any work commences
- d) any appropriate personal protective equipment is provided to, and worn by, **employees**, directors or partners before such work commences
- e) **employee(s)**, directors or partners qualified or fully experienced in such work supervise all **your** other **employees**, directors or partners to ensure that **your** health and safety risk assessment is complied with at all times.

Continued...

Date of issue 13/01/20

Page 009

WHAT IS NOT COVERED

1. Liability:
 - a) for which compulsory motor insurance or security is required
 - b) arising in connection with **offshore** activities.
2. Any **claim** if **you** failed to comply with a special requirement and such failure caused, or worsened the liability, unless otherwise stated in the special requirement.

Policy number CCP 2316523

ENDORSEMENTS

423 WORK ABROAD (EMPLOYERS' LIABILITY)

Continued...

Extensions for Employers' Liability

WHAT IS COVERED

1 INDEMNITY TO OTHER PEOPLE (INCLUDING PRINCIPALS)

At **your** request **we** will pay all amounts which the following people or organisations become legally liable to pay as damages and **costs and expenses** for a claim made against them:

- any partner, director or **employee** of **yours**
- any officer or member of **your** canteen, sports, social or welfare organisations, first-aid, ambulance, fire or security services
- any partner or director of **yours** in respect of private work carried out for them with **your** prior consent by any **employee**
- any principal, being any person, local or public authority, company or firm, with whom **you** have entered into a contract for work or services, but only in respect of claims arising out of the performance of such work or services by **you**

provided:

- **you** would have been entitled to cover under this section if the claim had been made against **you**
- such parties keep to the terms of this policy insofar as they can apply.

2 UNSATISFIED COURT JUDGEMENTS

If any **employee** obtains a judgement for damages in respect of **bodily injury** against any company or individual operating from premises within the **territorial limits** and that judgement remains unpaid for more than six months, **we** will pay to the **employee**, at **your** request, the amount of any unpaid damages and awarded costs provided:

- the **bodily injury** is caused:
 - a) during the **period of insurance**, and
 - b) in the course of **your activities**, and
 - c) in the **territorial limits**
- there is no appeal outstanding
- the judgement being obtained in the first instance under the jurisdiction of a court in the **territorial limits**
- the judgement relates to **bodily injury** which would otherwise be insured by this section of the policy
- if any payment is made under this extension the **employee** or their legal personal representatives shall assign the judgement to **us**.

3 COURT ATTENDANCE EXPENSES

We will pay £250 per day if **you**, or any partner, director or **employee** are required to attend court as a witness at **our** request in connection with a **claim** for which cover is provided under this section.

WHAT IS NOT COVERED

Continued...

Date of issue 13/01/20

Page 010

Policy number CCP 2316523

ENDORSEMENTS

423 WORK ABROAD (EMPLOYERS' LIABILITY)

Continued...

Extensions for Employers' Liability

WHAT IS COVERED

4 CORPORATE MANSLAUGHTER

We will pay all amounts which **you** become legally liable to pay overall for **costs and expenses** incurred with **our** prior written consent in:

- the defence of any criminal proceedings, or
- an appeal against conviction which arises from criminal proceedings for any offence as defined in Section 1 of the Corporate Manslaughter and Corporate Homicide Act 2007 committed or alleged to have been committed during the **period of insurance** in the course of **your activities**.

The most **we** will pay for all **claims** under this extension is £500,000 in any one **period of insurance**.

If this cover is also operative under:

- the Public and Products Liability section to this policy, the separate extension limits are replaced by one aggregate limit of £1,000,000 for all **claims** under this policy in any one **period of insurance**
- other policies issued by **us** to **you**, the most **we** will pay for all **claims** relating the same prosecution in total for all policies, including this policy, is £1,000,000.

5 HEALTH AND SAFETY AT WORK

We will pay all amounts which **you** become legally liable to pay for **costs and expenses** in:

- the defence of any criminal proceedings
- an appeal against conviction arising from such proceedings brought in respect of an offence under:
 - the Health and Safety at Work etc. Act 1974
 - the Health and Safety at Work (Northern Ireland) Order 1978
 provided that the proceedings relate to an offence committed or alleged to have been committed during the **period of insurance** within the **territorial limits** and in the course of **your activities**.

The most **we** will pay is £500,000 for any **claim**, but if a **claim** is also made under the HEALTH AND SAFETY AT WORK extension for the Public and Products Liability section (if operative) to this policy for the same proceedings then this limit applies in total to both extensions.

Claims settlement for Employers' Liability

LIMITS

The most **we** will pay for any **claim**, including **costs and expenses** is:

- £5,000,000 in respect of liability directly or indirectly caused by, resulting from or in connection with an **act of terrorism**. If **we** allege that by reason of this limitation any liability for damages and **costs and expenses** is covered only up to a specified limit of liability the burden of proving the contrary shall be upon **you**
- the indemnity limit shown in the schedule.

The amount **we** pay under any extension to this section forms part of, and is not in addition to, the limitations stated above.

WHAT IS NOT COVERED

1. Fines or penalties of any kind.
2. Costs of any remedial or publicity orders, or steps to be taken by such orders.
3. Proceedings consequent upon any deliberate act or omission by **you** or **your** managerial **employees** while acting in their corporate capacity and which could reasonably have been expected having regard to the nature and circumstances of such act or omission.
4. **Costs and expenses**:
 - a) where they are otherwise covered under an operative Legal Expenses section of this policy except for any amount payable beyond the indemnity limit under such Legal Expenses cover
 - b) where indemnity is otherwise provided by any other policy, insurer or from any other source.
5. **We** will not pay any **claim** when **you** have failed to comply with the special requirements for this extension and such failure caused or worsened the liability.

1. Fines or penalties of any kind.
2. Proceedings consequent upon any deliberate act or omission by:
 - a) **you**, or **your** directors or partners
 - b) any **employee** responsible for compliance with the legislation.
3. Proceedings related to the health, safety or welfare of persons other than **employees**.
4. Legal costs and expenses covered elsewhere in this policy or by any other policy.
5. Liability for **bodily injury**.

Policy number CCP 2316523

ENDORSEMENTS

483 POLICY CHANGES MAY 2018

The following changes are made to **your** policy:

A. Under section 8 (Public and Products Liability), extension 6 for data protection is deleted and is replaced by the following:

WHAT IS COVERED

6 DATA PROTECTION

The following definition applies to this extension:

data protection legislation

the Data Protection Act 1998 or any subsequent legislation that specifically replaces this act

- a) **We** will pay all amounts which **you** become legally liable to pay as:
- damages and **costs and expenses** following civil cases against **you** for material and non-material damage, and
 - defence and prosecution costs awarded against **you** following criminal cases
- resulting from any breach or alleged breach of **data protection legislation** happening during the **period of insurance** in connection with **your activities**.
- b) In the event that any policy of insurance in force immediately prior to this extension expressly provided cover for **data protection legislation** on the basis of an indemnity for claims made during the period of insurance and in the event that a claim first made against **you** in the period of insurance in respect of **data protection legislation** then the indemnity provided by this extension is extended to indemnify **you**.

The most **we** will pay for:

- any **claim** for damages and **costs and expenses** following civil cases against **you** is the indemnity limit shown in the schedule
- all **claims** in any one **period of insurance** for defence and prosecution costs awarded against **you** following criminal cases is £100,000.

WHAT IS NOT COVERED

1. Fines or penalties.
2. Punitive, exemplary, aggravated or multiplied damages.
3. Liquidated damages.
4. Costs of replacing, reinstating, rectifying, erasing, blocking or destroying any personal data.
5. Liability arising:
 - a) from or caused by a deliberate or intentional act or omission by **you**
 - b) out of circumstances which may give rise to a **claim** or prosecution which have been notified to or ought to have been notified to previous insurers or which were known to **you** at the inception of this extension.
6. Legal liability where indemnity is provided by any other insurance.

Any **claims**:

- a) not insured by this extension
- b) or notices that may give rise to a **claim**, advised to **us** later than twenty-eight days after **you** have received a claim or notice against **you**.

B. Under section 9 (Professional Indemnity) the following additional exclusion is added to WHAT IS NOT COVERED:

Liability directly or indirectly arising from any regulatory or disciplinary investigations or proceedings.

C. Under section 20 (Legal Expenses) the following exclusion is added to WHAT IS NOT COVERED:

All **insured incidents** do not cover any claims relating to the loss, alteration, corruption or distortion of, or damage to, stored personal data and claims relating to a reduction in the functionality, availability or operation of stored personal data resulting from hacking (unauthorised access), malicious or negligent transfer (electronic or otherwise) of a computer programme that contains any malicious or damaging code, computer virus or similar mechanism

Continued...

Date of issue 13/01/20

Page 012

Policy number CCP 2316523

ENDORSEMENTS

483 POLICY CHANGES MAY 2018

The following changes are made to **your** policy:

Continued...

D. Under section 20 (Legal Expenses) the following changes are made effective from 25th May 2018:

- i. All terms relating to Data protection and Information Commissioner registration shown within insured incident 2 (LEGAL DEFENCE) are deleted.
- ii. Cover for Data Protection is replaced by the following:

WHAT IS COVERED

2 LEGAL DEFENCE

a) **Costs and expenses:**

iii. DATA PROTECTION

for defending the **insured person's** legal rights in respect of civil action taken against the **insured person** for compensation under data protection legislation when handling personal data in their capacity as a data controller and/or a data processor by:

1. an individual

We will also pay any compensation award up to the indemnity limit shown in the schedule in respect of such a claim

2. a data controller and/or data processor which arises out of or relates to a claim made by an individual for compensation against that data controller and/or data processor

We will not pay any compensation award in respect of such a claim.

provided that:

- A. in respect of 1. above any sum of money in settlement of a dispute is awarded by a court under a judgment made after full argument and otherwise than by consent or default or is payable under settlement approved in advance by **us**
- B. the **insured** requests that **DAS** provides cover for the **insured person**.

WHAT IS NOT COVERED

Any fines imposed by the Information Commissioner or any other regulatory and/or criminal body.

Policy number CCP 2316523

ENDORSEMENTS

482 POLICY CHANGES APRIL 2018

The following changes are made to **your** policy:

A. The policy definition of **professional supplier** is deleted and replaced by:

professional supplier any third party individual, company or organisation, other than **you** or **your employees**, that:

- organises
- runs
- supervises

activities as a business, and provides such activities for **you** with or without a fee being charged

B. Under the Special requirements for Public and Products Liability of section 8, special requirement 3 Protection policy for groups working with young people or vulnerable adults is deleted and replaced by:

You are required as a condition precedent to **our** liability:

3 SAFEGUARDING POLICY FOR CHILDREN OR VULNERABLE ADULTS

if **you** or any **employees** or any of **your professional suppliers** work unsupervised with children or vulnerable adults, or who have unsupervised access to children or vulnerable adults, to ensure that:

- a) **you**, any **employees** or any of **your professional suppliers** comply with **your** safeguarding policy established for the protection of children and vulnerable adults, and
- b) **your** written safeguarding policy is regularly reviewed (at least annually), and
- c) all eligible persons working with children or vulnerable adults have undergone Disclosure and Barring Service (DBS) or equivalent checks at the level appropriate to their role prior to engagement in those duties, and
- d) all persons working with children or vulnerable adults receive formal induction training and regular (at least annually) update training on safeguarding.

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)

Policy Number: **CCP 2316523**

1. Name of policyholder:

CFTTB of Welsh Petanque Association

2. Date of commencement of insurance: **9th January 2020**

3. Date of expiry of insurance: **8th January 2021**

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

For and on behalf of **ANSVAR INSURANCE**
A business division of Ecclesiastical Insurance Office plc



Mark Hews
Group Chief Executive Officer

Notes:

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.*
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.*
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.*

IMPORTANT NOTICE TO POLICYHOLDERS

Under the terms of the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008 the requirement to display a certificate will be satisfied if it is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

Certificates of Insurance must clearly state the name of the policyholder and, where applicable, make reference to insured subsidiary companies.

As required by your policy terms, any change to the name of the policyholder or the formation, acquisition or divestment of subsidiary companies must be notified to Ansvar.

If you have any associated companies you will need to have separate cover.

W/EN/ 4157

Data Privacy Notice

Your privacy is important to us. We will process your personal data in accordance with data protection laws.

Ecclesiastical Insurance Office PLC is the data controller in respect of any personal data which you provide to us or which we hold about you and any personal data which is processed in connection with the services we provide to you.

Where you provide us with personal data about a person other than yourself (such as a dependant or named person under a policy), you must inform them that you are providing their personal data to us and refer them to this notice.

To provide our insurance related services, we will collect and process your personal data such as your name, contact details, financial information and any information which is relevant to the insurance policy we are providing. In order to provide your insurance policy or when making a claim, we may also need to collect or process 'special categories of personal data' such as information relating to your health or criminal convictions or information which is likely to reveal your religious beliefs.

We process your personal data for the purposes of offering and carrying out insurance related services to you or to an organisation or other persons which you represent. Your personal data is also used for business purposes such as fraud prevention, business management, systems development and carrying out statistical and strategic analysis.

Providing our services will involve sharing your personal data with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, fraud prevention agencies, our service providers and professional advisors, or business partners and our regulators.

In some circumstances we may transfer your personal data to countries outside of the European Economic Area. We will put appropriate safeguards in place to ensure that your personal data is protected.

Where we have your consent, we may market our services to you or provide your personal data to our related companies or business partners for marketing purposes. You can opt out of marketing communications at any time by contacting us.

Fraud Prevention

We need to carry out fraud and anti-money laundering checks and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations such as the Claims and Underwriting Exchange, run by MIB. If you make a claim, we will share your personal data (to the extent necessary) with other companies including other insurers and anti-fraud organisations to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

If false or inaccurate information is provided and fraud is identified, your personal data will be passed to fraud prevention agencies including the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

Further Information

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy at www.ansvar.co.uk/privacypolicy or contact our Data Protection Officer at Beaufort House, Brunswick Road, Gloucester GL1 1JZ or on **0345 6073274** or email compliance@ansvar.co.uk.

DAS DATA PROTECTION

In addition to any other data processing notice provided in relation to this policy, data under this policy will be processed by DAS Legal Expenses Insurance Company (DAS), who are committed to processing personal information fairly and transparently. This section is designed to provide a brief understanding of how DAS collect and use this information.

DAS may collect personal details, including name, address, date of birth, email address and, on occasion, dependent on the type of cover in place, sensitive information such as medical records. This is for the purpose of managing the products and services in place, and this may include underwriting, claims handling and providing legal advice. DAS will only obtain personal information either directly from you, the third party dealing with your claim or from the authorised partner who sold this policy.

WHO DAS ARE

DAS is part of DAS Legal Expenses Insurance Company Limited which is part of DAS UK Holdings Limited (DAS UK Group). The uses of personal data by DAS and members of the DAS UK Group are covered by their individual company registrations with the Information Commissioner's Office. DAS has a Data Protection Officer who can be contacted at dataprotection@das.co.uk.

HOW DAS WILL USE YOUR INFORMATION

DAS may need to send personal information to other parties, such as lawyers or other experts, the court, insurance intermediaries, insurance companies, appointed service providers, specialist agencies or members of the DAS UK Group, so they may contact you for your feedback. If the policy includes legal advice, DAS may have to send the information outside of the European Economic Area (EEA) in order to give legal advice on non-European Union law. Dependent on the type of cover in place, the personal information may also be sent outside the EEA so the service provider can administer their claim.

DAS will take all steps reasonably necessary to ensure that the personal data is treated securely and in accordance with this Privacy Notice. Any transfer outside of the EEA will be encrypted using SSL technology.

DAS will not disclose the personal data to any other person or organisation unless they are required to by their legal and regulatory obligations. For example, DAS may use and share the personal data with other organisations and public bodies, including the police and anti-fraud organisations, for the prevention and detection of crime, including fraud and financial sanctions. If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by writing to, or telephoning DAS. A copy is also accessible and can be downloaded via DAS' website.

WHAT IS DAS' LEGAL BASIS FOR PROCESSING YOUR INFORMATION?

It is necessary for DAS to use personal information to perform their obligations in accordance with any contract that they may have with the person taking out this policy. It is also in their legitimate interest to use the personal information for the provision of services in relation to any contract that they may have with the person taking out this policy.

HOW LONG WILL YOUR INFORMATION BE HELD FOR?

DAS will retain personal data for 7 years. DAS will only retain and use personal data thereafter as necessary to comply with their legal obligations, resolve disputes, and enforce their agreements. If you no longer want DAS to use the personal data, please contact them at dataprotection@das.co.uk.

WHAT ARE YOUR RIGHTS?

The following rights are available in relation to the handling of personal data:

- the right to access personal data held
- the right to have inaccuracies corrected for personal data held
- the right to have personal data held erased
- the right to object to direct marketing being conducted based upon personal data held
- the right to restrict the processing for personal data held, including automated decision-making
- the right to data portability for personal data held

Any requests, questions or objections should be made in writing to the Data Protection Officer at: -
DAS Legal Expenses Insurance Company Limited, DAS House, Quay Side, Temple Back, Bristol, BS1 6NH.
Or via Email: dataprotection@das.co.uk

HOW TO MAKE A COMPLAINT

If there is any dissatisfaction with the way in which personal data has been processed, the Data Protection Officer can be contacted in the first instance, using the contact details above.

If you remain dissatisfied the Information Commissioner's Office can be approached directly for a decision. The Information Commissioner can be contacted at: -
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. www.ico.org.uk

Policy number: **CCP 2316523**

Effective from: **9/01/20**

Client ('you/your'): **CFTB of Welsh Petanque Association**

THE CONTRACT OF INSURANCE

- This Statement of Facts must be read in conjunction with the schedule and forms part of your contract of insurance with Ansvar Insurance (we/us/our).
- If the premium is to be paid by instalments, our application form must be fully completed and received by us within 14 days of cover being incepted/renewed, otherwise payment by instalments will not be accepted by us.
- You must make sure that the information provided to us for this policy is, and will continue to be, accurate and not misleading and is a fair presentation of the risks we are accepting. In respect of the policy renewal, this includes any changes occurring during the last period of insurance. If any of the information you provide is not accurate or is misleading then we may reduce the amount we pay for any claim, or in some cases, make no payment at all, cancel your policy and retain the premium. You should keep a record (including copies of letters) of any information you give to your insurance advisor or us when renewing your policy.
- You must carefully check all policy documentation and certificates. If there are any inaccuracies then you must tell your insurance advisor or us immediately.
- Any policy issued will be governed by the law of England unless your legally registered address is located in Scotland in which case the law of Scotland will apply. If there is any dispute as to which law applies it shall be English law.
- We will communicate with you in English at all times.
- Your insurance advisor will be regarded as your agent acting on your behalf, and not on behalf of us, in respect of any information that has been provided by them.
- Our policy cover is underwritten by Ecclesiastical Insurance Office plc. The Legal Expenses cover is dealt with by DAS Legal Expenses Insurance Company Limited.

Date of issue: **13/01/20**

Policy number: **CCP 2316523**

Effective from: **9/01/20**

Client ('you/your'): **CFTTB of Welsh Petanque Association**

Please check that the following details we have for you are correct.

If any information is missing or incorrect then please advise your insurance advisor or us and we will issue a revised statement of facts and if applicable update any terms.

ORGANISATION DETAILS

- 1) Your:
 - a) organisation is a **Not-for-profit company/organisation**
 - b) Charity registration number is
- 2) Year your organisation was established: **2004**
- 3) You confirm that your organisation's:
 - a) income does not exceed **£7,000**
 - b) wage roll does not exceed **£0**
 - c) volunteer pool does not exceed **25**
 - d) active volunteers does not exceed **25**
- 4) You confirm that you do not have any assets, employees or representation outside of England, Wales, Scotland, Northern Ireland, the Channel Islands and the Isle of Man requiring cover under this policy.
- 5) You confirm that you comply with all statutory regulations, including those related to health and safety, product safety and environmental issues.
- 6) You confirm that you or any director, partner, trustee or committee member, either as private individuals or in connection with any business or organisation, have not been:
 - a) convicted of a criminal offence (any convictions spent under the Rehabilitation of Offenders Act 1974 can be ignored), other than motoring offences
 - b) the subject of any unsatisfied County Court Judgement, Sheriff Court Decree, bankruptcy, insolvency or voluntary agreement, or been disqualified from holding a company directorship
 - c) the subject of a prosecution, or notice of intended prosecution, under any health and safety at work, consumer protection or environmental legislation or investigation in the last three years by the Charity Commission, Revenue & Customs or any other regulatory body
 - d) the subject of any adverse publicity in the last three years, or anticipate being the subject of any adverse publicity in the next twelve months.
- 7) You confirm that you:
 - a) have not had any insurance contract cancelled or declared void, or renewal refused, or any special conditions imposed, due to:
 - i) breach of a policy condition
 - ii) non-disclosure or misrepresentation of a material fact
 - iii) claims or losses
 - iv) non-compliance with risk improvement requirements
 - b) are not aware of any circumstances that might give rise to a claim
 - c) have not had any claim(s) or loss(es) or incurred any liability, for any of the risks to be insured, within the last three years other than those stated under the relevant 'Risk location'.
- 8) Your previous insurance details:
 - a) Insurer: **No previous insurance**
 - b) Policy number:
 - c) Expiry date:
- 9) You confirm that each of the premises to be insured, the buildings and outbuildings are of 'standard construction' i.e. built of brick/stone/concrete and roofed with slates/tiles/metal/concrete (we include within 'standard construction' flat felt roof area(s) not exceeding 20% of the total roof area). Any non-standard construction for buildings will be noted as '**Non-standard**' under the relevant 'Risk Location' and any further details will be shown under 'DETAILS OF ANY AMENDMENTS TO THE ABOVE STATEMENT OF FACTS DECLARED TO US'.

Policy number: **CCP 2316523**

Effective from: **9/01/20**

Client ('you/your'): **CFTTB of Welsh Petanque Association**

COVER DETAILS

The following statements numbered 10 to 20 inclusive are only applicable if the appropriate section of cover is shown as operative on your schedule

- 10) For property cover, you confirm that the buildings and outbuildings (including contents therein) at each premises to be insured are:
- kept in a good state of repair and are not undergoing alterations, renovations or repair beyond that of normal upkeep and maintenance work
 - occupied and used in accordance with your charitable activities and there are not any unoccupied, in whole or part, buildings
 - not in an area where flooding has occurred
 - not sited on a flood plain or within 400 metres of any body of water e.g. river, lake, stream or other watercourse
 - not located on sites that have any unusual features e.g. a bridge, railway line, river, lake, mine, quarry, gravel pit, well or cliff.
- 11) For subsidence cover, you confirm that each of the premises to be insured:
- are free from any signs (e.g. cracking) of:
 - subsidence (downward movement of the ground beneath the buildings other than by settlement)
 - heave (upward movement of the ground beneath the buildings as a result of the soil expanding)
 - landslip (downward movement of sloping ground)
 - settlement (downward movement as a result of the soil being compressed by the weight of the buildings within 10 years of construction)
 - has not had underpinning or remedial action of any type in connection with subsidence, heave, landslip or coastal or river erosion.
- 12) For contents cover you confirm that you meet our minimum standard of physical security or any additional specific protections agreed, at each premises to be insured, and that you will maintain those protections at all times in efficient working order, and keep them in effective operation.
- 13) For liability cover, you confirm that:
- all your charitable and recreational activities (including fund-raising events) have been disclosed to us and specified in the policy wording and schedule or by endorsement or otherwise agreed by us in writing
 - those treatments or professional services you require cover for have been disclosed to us and specified in the schedule
 - you always ensure that established codes of practice and safety are complied with for such activities or work
 - none of your activities involve any work on ships, offshore installations or at oil or gas refineries, chemical works or airports
 - any professional supplier working for you must have in force their own liability insurance which provides cover for their activities
 - any manual work undertaken away from your premises or any work abroad (other than clerical work while on a temporary visit abroad) has been disclosed to us and specified in the policy and/or by endorsement or otherwise agreed by us in writing.
- 14) For liability cover, you confirm that allegations of abuse have never been made against you or any of your employees, volunteers or professional suppliers whilst working for you or acting on your behalf.
- 15) Where you or any of your employees, volunteers or professional suppliers work unsupervised with children or vulnerable adults, or have unsupervised access to children or vulnerable adults, you confirm that you have:
- prepared and implemented a written safeguarding policy that is regularly reviewed (at least annually), and
 - a designated safeguarding officer or named person(s) responsible for safeguarding, and
 - implemented safe recruitment procedures for your employees, volunteers and professional suppliers, and
 - provided suitable safeguarding training and information for all of your employees and volunteers, and
 - suitable arrangements in place for incident reporting and investigation, and
 - undertaken Disclosure and Barring Service (DBS) or equivalent checks at the appropriate level of all eligible persons working with children or vulnerable adults, and
 - retained securely or will retain securely:
 - a copy of your safeguarding policy and any revisions of it, and
 - evidence that training has been given and received by all relevant persons, and
 - employment and engagement applications, references, identity verifications, DBS checks or equivalent reference numbers, and
 - records of any abuse allegations, incidents, notifications and any action taken.
- Not required, as advised no activities involving these groups.**
- 16) For products liability cover, you confirm that:
- you have not or do not sell or supply
 - products incorporated into any aircraft, spacecraft, watercraft or mechanically propelled vehicles
 - products incorporated into any gas, chemical, petrochemical or power generation plant
 - medical, surgical, dental, pharmaceutical or therapeutic products
 - or export products to the United States of America or Canada.
 - any manufacture, processing, servicing, repairing, testing or assembly of components or complete articles have been disclosed to us and specified in the policy and/or by endorsement or otherwise agreed by us in writing
 - records of all products supplied (including their instructions for use and warnings) and details of the quality control system used are retained by you.

Ansvar Insurance, Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR
Phone: 0345 60 20 999 or 01323 737541 Email: ansvar.insurance@ansvar.co.uk Website: www.ansvar.co.uk

Policy number: **CCP 2316523**

Effective from: **9/01/20**

Client ('you/your'): **CFTTB of Welsh Petanque Association**

- 17) For professional indemnity and/or libel and slander (defamation) cover, you confirm that there has not been any incident that may give rise to threatened actions or lawsuits in respect of any of your publications, statements or broadcasts.
- 18) For fidelity guarantee cover, you confirm that you comply with our special requirements for 'best practice'.
- 19) For loss of licence cover (premises licence with a designated premises supervisor or a Club Qualifying Certificate), you confirm that there has not been any review of the premises licence resulting from a police closure order or representation by any interested party.
- 20) For trustees' and directors' indemnity cover, you confirm that:
- your governing documents do not prohibit the purchase of trustees' and directors' indemnity insurance
 - your most recent annual financial report and accounts were independently examined or audited, where required by any regulatory body governing your organisation, and were not qualified in any way
 - you are able to pay the organisation's debts as they fall due
 - you are not aware (after making enquiries of your trustees, directors and officers) of any circumstances that might lead to a claim.

DETAILS OF ANY AMENDMENTS TO THE ABOVE STATEMENT OF FACTS DECLARED TO US

None

Risk Location: **10 Grenville Road CARDIFF CF23 5BP**

Construction:

Intruder alarm type: **No Alarm**

Stock description:

Claims details: **None**

Date built:

Signalling: **No Alarm**

Policy number: **CCP 2316523**

Effective from: **9/01/20**

Client ('you/your'): **CFTTB of Welsh Petanque Association**

Risk Management Self Assessment Form

Detailed below is your response to the questionnaire.

- | | |
|---|-------------|
| 1. You have an appointed person responsible for Health and Safety | Not advised |
| 2. You have fewer than 5 employees and have a written Health and Safety policy that is current and regularly reviewed | Not advised |
| 3. Training records, including those for manual handling, are kept for all staff (including temporary staff and volunteers); new staff attend an induction programme and staff only undertake tasks once they have demonstrated a satisfactory level of competency | No |
| 4. All food handlers are trained in food hygiene | No |
| 5. An adequate number of staff are trained and appointed first aiders with appropriate first aid equipment | No |
| 6. All work at height (including that within the building) is undertaken by professional contractors | No |
| 7. Within the last 5 years, the electrical installation for the buildings has been inspected, tested and certified by an approved electrical contractor registered with an approved body e.g. the National Inspection Council for Electrical Installation Contracting, the Electrical Contractors Association | No |
| 8. All portable appliances are regularly inspected and tested by a competent person and the results recorded | No |
| 9. There is an established procedure to control and record the issue of any keys and/or keypad codes and for locking the buildings | No |
| 10. There are disaster recovery plans in existence to minimise disruption in the event of damage to the buildings by fire, flood or other hazards or in the event of a personal injury | No |
| 11. All essential documents are kept in fireproof safes/cabinets and back-up computer discs kept off-site | No |
| 12. There is a documented and recorded programme to ensure that the buildings and grounds are checked (at least weekly) to ensure they are kept tidy and that all combustible waste materials are stored externally using lidded containers kept away from any building or in a secure area | No |
| 13. There is a documented and recorded programme to ensure that all roof gutters, valleys and downpipes are regularly (at least annually) checked and kept clear of debris | No |
| 14. All water pipes and tanks are regularly checked (at least annually) to see that they are adequately insulated and protected against freezing | No |
| 15. All oil storage tanks have a secondary containment facility (e.g. a bund wall) to prevent oil escaping | No |

Policy number: **CCP 2316523**

Effective from: **9/01/20**

Client ('you/your'): **CFTTB of Welsh Petanque Association**

Risk Management Self Assessment Form

Detailed below is your response to the questionnaire.

- | | |
|---|----|
| 16. a) There is an automatic fire detection system installed and maintained under contract | No |
| b) The system calls the fire service or an alarm receiving centre in the event of activation | No |
| 17. The buildings are protected by an automatic sprinkler installation that is inspected under a maintenance contract | No |
| 18. Dark and vulnerable external areas are protected by automatic or permanent security lighting | No |
| 19. All perimeter gates and vehicle barriers are secured and locked outside business hours | No |
| 20. You have a system for logging in and out all visitors (including any contractors and cleaners) to the premises | No |
| 21. The premises are externally protected by a surveillance system incorporating closed circuit television | No |
| 22. a) There is an intruder alarm system installed which is under a maintenance contract with a NSI/SSAIB/NACOSS approved alarm company | No |
| b) The alarm automatically alerts a 24-hour manned alarm receiving centre | No |
| 23. If your premises is hired out to third party organisations or used for public performances, you have formal safety procedures in place including checks before and after use. | No |

Adequate Explanation Q&A Sheet

Below are some questions and answers aimed at explaining important features of the Credit Agreement offered by Ansvar Insurance.

Consumer Credit Act 1974

You can arrange to pay for your insurance premium by instalments by completing a Direct Debit Instruction. We will issue you with the following documents to comply with the Consumer Credit Act 1974:

1. Pre-Contract Credit Information - setting out the costs and payments on your Credit Agreement.
2. Credit Agreement - which you will need to sign.

Q) How do I apply to pay my premium by instalments?

A) You will need to complete and return the enclosed Direct Debit Instruction. We will then send your account details to your Bank or Building Society to be validated and arrange for payments to be made at agreed intervals. If we need to alter your payments we will write to tell you this before we debit your account. If you have more than one policy, your account will be charged separately for each policy. Whilst you have the option to pay by monthly instalments, your insurance policy remains an annual contract.

Q) What is the purpose of this Credit Agreement?

A) This Credit Agreement provides an easy way to pay for your insurance. It is an agreement that allows you to spread the cost of your insurance premium over a period of time, allowing you to manage your cash flow more easily over the duration of your insurance policy. Our Credit Agreement is designed specifically for repayment of insurance premiums and is not suitable for any other use.

Q) Who is eligible?

A) You must be 18 or older and have a Bank or Building Society current account. Banks or Building Societies may not accept instructions to pay Direct Debits from certain types of account, please check with them if you are not sure. We can only accept Direct Debit Instructions from the policyholder.

Q) How important is it for me to read the Pre-Contract Credit Information?

A) It is very important that you read the Pre-Contract Credit Information (known as the Standard European Consumer Credit Information or SECCI) included within your Instalment Pack and take time to consider it carefully. The Instalment Pack contains details of the cost of your Credit Agreement, the monthly payment that you will need to make and the dates on which these will be taken, as well as the terms and conditions of the Credit Agreement itself which is our legal contract with you. This information will enable you to make an informed decision about whether or not this is the right method of payment for you.

Q) Do I have the right to cancel or terminate this agreement?

A) You have the right to cancel this Credit Agreement within 14 days from receiving your copy of it by notifying us by phone, or in writing at the address shown overleaf. You may terminate this Credit Agreement free of charge at any time by giving us 14 days' notice in writing or by phone.

If you cancel or terminate the Credit Agreement you will need to pay any outstanding premium due for your insurance cover immediately.

Q) How does paying by Direct Debit work and how much will it cost?

A) Paying by Direct Debit lets you spread the cost of your insurance over 10 instalments rather than paying for it in one lump sum in advance. The premium plus Insurance Premium Tax (IPT) at the current rate plus any instalment charge that may apply (as set out in the Pre-Contract Credit Information and the Credit Agreement) will be divided equally over the instalments. Please make sure you have enough funds in your bank account each month to cover the Direct Debits. If you do not have sufficient funds you may be liable for charges from your Bank or Building Society for which we cannot be held responsible. Direct Debit is only available when you first take out your insurance or when you renew your policy. You cannot change to Direct Debit if you have already started to pay in a different way. We can only consider Direct Debit applications up to two months after the policy inception or renewal date.

Your Pre-Contract Credit Information will set out any specific charges relating to your policy.

Q) What happens at renewal?

A) When your policy is due for renewal your Direct Debit will automatically continue. We will advise you of any changes of amount and continue to apply to your Bank or Building Society for the amount due. If you want to stop your cover and cancel your Direct Debit, please contact us and your Bank or Building Society to let us know before the renewal date.

Q) What happens if I make a claim on the policy?

A) In the event of a claim you remain liable for any outstanding insurance premium. Ansvar reserves the right to deduct any outstanding premium under this agreement from any claims payments.

Q) What happens if I fail to make a payment?

A) If you fail to make a payment we will request it again from your account within the next 10 days. If this request also fails we will contact you and ask you to resolve this. If you cannot make the payment your policy will be cancelled and a charge made for any cover provided up to the date of cancellation. This would leave you without the protection of the insurance cover.

Q) How do I get further information?

A) For further information please contact us on 0345 60 20 999 or by writing to us at Ansvar Insurance, Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR.

Please fill in the whole form using ball point pen and send it to:

Ansvar Insurance Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR
--

Service user number

9	5	3	1	4	7
---	---	---	---	---	---

Name(s) of Account Holder(s)

Bank/building society account number

--	--	--	--	--	--	--	--	--	--	--	--

Sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Policy reference number

C	C	P	2	3	1	6	5	2	3								
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

For Official Ansvar Insurance broker use only - This is not part of the instructions to your bank or building society

Agreed instalment charge

PAYER TO COMPLETE

Please enter your preferred collection day e.g. 15th

Instruction to your bank or building society

Please pay Ansvar Insurance Direct Debits from the account detailed in this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Ansvar Insurance and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit instructions for some types of account.

F(AC)103 01/11



This guarantee should be detached and retained by the payer

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Ansvar Insurance will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Ansvar Insurance to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Ansvar Insurance or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when Ansvar Insurance asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.