



The Learning in Later Life Students' Association (3Ls)

Information and Guidelines for 3Ls Members and Clubs

University of Strathclyde

Centre for Lifelong Learning

Graham Hills Building

40 George Street

Glasgow

G1 1QE

July 2023

**LEARNING IN LATER LIFE STUDENTS' ASSOCIATION (3Ls)
UNIVERSITY OF STRATHCLYDE**

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Guidelines for Clubs

1. 3Ls Association Contact Details

The 3Ls Association's office is GH751 on Level 7 in the Centre for Lifelong Learning.

The 3Ls Association's email address is: **llassoc@strath.ac.uk**

The 3Ls Association Telephone number is: 0141 548 4387

2. Administrative Support

The 3Ls Administrative Assistant will be available in the 3Ls office on Tuesdays and Thursdays from 9.30am to 2.00pm for enquiries about 3Ls business. Whilst CLL staff on Level 7 will attempt to assist clubs, they are not familiar with all club business (e.g. meeting times and venues).

3. Mail

Mail received into CLL for clubs will be redirected to the appropriate person in the club through the Club mail file. Club officers may uplift mail from the Club mail file which is located in the CLL office.

4. Notices

The Club notice board on Level 2 should be the first point of reference for club members where all meeting dates, times and venues should be clearly stated.

It is the responsibility of clubs to keep information current and remove any out of date signage. If any club wishes to make use of a laminator, it is located in the 3Ls office together with the plastic pouches.

A lot of our members do not use email addresses so information on notice boards remains the main source of information. Each club will be given its own space on the club notice board and information about programmes and outside events should be displayed there with a contact email address and telephone number if possible for anyone who wishes to contact the club. A member of the club committee should be responsible for keeping the notice board and the website information up to date.

Notices should not include residential addresses.

If you wish to discuss any aspect of displaying information about your club within CLL, please contact the 3Ls Administrative Assistant.

5. The 3Ls Website

The 3Ls website address is 3ls.website. It will be an important source of information for 3Ls and Club members and one which is accessed increasingly regularly by our members. (See Appendix 3 for Website administration details.)

To make it familiar to members and encourage them to use it, please display the 3Ls website address on club communications.

Information about clubs for inclusion on the 3Ls website should be sent electronically to the 3Ls Administrative Assistant. This can be photos, graphics, videos, links and anything that makes your web page interesting.

Clubs should nominate a link person who will cooperate with the 3Ls Administrative Assistant to keep a club's section on the 3Ls website up to date showing time, place, and date of meetings and social events.

Our website provides news of happenings in the 3Ls and any interesting information about members. If anything unusual or noteworthy has happened to a member of your club or if you have any interesting experiences connected to your club to relate, please send a note of it to the 3Ls Administrative Assistant.

6. Photographing of Events/ Outings and Archive Maintenance/Administration

It is important that where possible, any outings and 3Ls club events are captured visually so that a representative archive of the work of clubs and the 3Ls can be maintained. It would be helpful if someone within the club could be nominated to ensure that significant events and moments are recorded on camera.

NB: it should be made clear to members of your club that photos may be taken at meetings/events and that these may be used for publicity materials for the 3Ls or CLL.

7. Data Services (DS) Accounts

All clubs, which require access to the photocopier and/or the audio-visual equipment in CLL/university teaching rooms, must have their own DS Account (with a username and password) which gives access to the University IT system and which is currently free to all 3Ls clubs.

A member of the club (usually the President or Secretary) must take responsibility for this account and its usage. DS Account details are confidential and should not be widely shared. CLL staff do not hold these details and cannot provide them if they are forgotten on the day of a meeting.

Please contact the 3Ls Administrative Assistant if you have any queries about this or wish to apply for a DS Account.

8. Photocopying

The photocopier is on Level 7 within the CLL office and can be used provided the club has a DS account.

A bill for photocopies made will be sent to the club by the 3Ls Administrative Assistant at the end of the financial year.

A member of CLL staff can provide initial guidance on using the photocopier.

9. Equipment/ Audio-Visual Support

Requests for the use of equipment for club meetings or audio-visual assistance should be made to the 3Ls Administrative Assistant (Email: lassoc@strath.ac.uk Tel: 0141 548 4387).

Please note: requests must be made to the 3Ls Administrative Assistant via email at least 5 working days before it is required for your club meeting so that we can check we have adequate staffing to cover the request.

CLL staff will endeavour to assist with urgent ‘on the day’ issues as they arise. IT Support is provided by the faculty-wide HaSS IT support team. It is for this reason it is crucial that you let the 3Ls Administrative Assistant know in advance what equipment is needed and if equipment or support cannot be provided within the CLL then HaSS Support will be contacted. Please note that requests to HaSS IT for software updates can take up to six weeks to be addressed. Repairs/faults are prioritised according to urgency and the availability of an IT Technician.

The amount of support which can be provided by the 3Ls Administrative Assistant is limited due to HaSS IT support having sole administrative privileges on computers.

A lapel microphone is available for those clubs who use the Conference Room. In addition, a handheld and stand microphone system is available for club use. This is stored in the CLL and there is a binder with booking and instruction details. The 3Ls Administrative Assistant can provide a demonstration on how to use both microphone systems. Please note that not all rooms in the CLL have an amplifier which is required for the use of the handheld system.

Any special requirements for a club speaker should be made known to the 3Ls Administrative Assistant. Please let the Assistant know well in advance what equipment is needed.

Please ensure that all equipment used during club meetings (e.g. PCs, projectors) is closed down and switched off at the end of the meeting.

Use of personal laptops – University Policy

Due to university policy on virus protection, no personal laptops will be allowed to be connected to university networks in any CLL teaching room. Please note that PCs resident in our teaching rooms are pre-set and under no circumstances should connections be removed or altered.

Therefore, all club speakers who wish to use the Centre’s AV equipment must provide presentations on a memory stick or other appropriate medium. Memory sticks and discs must be tested for viruses before use. There is a programme on the University computers for this purpose. To ensure technical support is available, if required, please confirm to the 3Ls Administrative Assistant any AV requirements in advance of club meetings (at least 5 working days – see above).

PC Access in CLL Rooms

If you are using a CLL room, it may be possible for you to visit the room in advance of the club meeting to see if it suits your requirements. This should be arranged with the 3Ls Administrative Assistant. If you need any setup help on the day (e.g. with projectors), **you must book this in with the 3Ls Administrative Assistant at least 5 working days before your meeting.** CLL will provide setup help but any equipment borrowed from CLL for the meeting must be disconnected and returned to the CLL office on Level 7 after the meeting by a club member.

Other Equipment

The 3Ls has a set of wine glasses which clubs can use for social events etc. These are stored in the Common Room kitchen on Level 2. A binder is held in the CLL to book the use of glasses, the kitchen key and record their return.

A lectern is also held in the 3Ls office, for club use if requested.

10. Accommodation & Room Bookings

A Club Meeting Booking Form will be issued to club Presidents and Secretaries in July each year for accommodation requests which should be returned directly to the 3Ls Administrative Assistant. Notification of accommodation required for each club will be sent to the Secretary of each club as soon as possible (usually in time for the Open Afternoon in mid-September).

Clubs are reminded to minimise ad hoc bookings as it involves considerable extra work.

Club members should be reminded that the noticeboard on level 2 is the main source of information about club meetings dates, times and venues. CLL office staff is not aware of all club business and meetings.

Currently, a room-booking fee of £5.00 per hour is chargeable. This includes the library area on Level 2 (beside the coffee lounge). Clubs will be invoiced for the year's booking at the end of the financial year and payment should be made to the CLL account.

Some clubs are very large and may be offered the use of the Conference Room on Level 7. This is often used by outside groups and may not always be available. The 3Ls Administrative Assistant in conjunction with the CLL will advise on and suggest alternative accommodation.

Room Bookings for Other University Accommodation

There are rooms throughout the university campus which may be suitable for larger clubs who cannot be accommodated within CLL. Booking must be made through the

3Ls Administrative Assistant and the same £5 per hour charge applies. The rooms cannot be booked till the opening of the new session in late September since undergraduate and postgraduate teaching needs must be met first.

Please note that Central Pool Teaching Room timetabling does not allow for any turnaround time between slots and it will not be possible to access the room prior to your meeting if there is a booking immediately prior to yours.

There is a great demand for accommodation on every day of the week so please be patient if your room has to be changed.

11. Health and Safety

Numbers in Rooms

The **Practical Maximum Occupancy** of each room is displayed on the wall. A list is included in this Guide (See *Appendix 1.*) Please do not exceed this number. If there is any difficulty with this, please contact the 3Ls Administrative Assistant about seeking alternative accommodation.

Fire Regulation

Please read the current Departmental Safety Regulations (see Appendix 4). Fire Evacuation routes are posted in all CLL rooms.

Fire Alarm

The Fire Alarm is a pulsating electronic sound. A practice alarm will last about 20 seconds and is usually sounded around 9.30am on a Friday morning. A real Fire Alarm is a continuous sounding of the same warning sound. Members of each Club Committee should know the escape route from the room in which your club meets.

Clubs should have a list of members present at every meeting so that in an emergency everyone can be accounted for.

Please see *Appendix 2* for fire evacuation procedures for students with mobility problems.

The location of internal phones within CLL is listed below. Each is clearly marked with emergency phone numbers beside them.

- **Level 2:** at the entrance to the building beside GH200 or adjacent to ladies toilet beside teaching rooms.
- **Level 3:** on the wall opposite GH322.
- **Level 7:** at the end of the corridor past the Conference Room or go directly to the CLL Reception.

First Aid

Contact Internal Telephone extension 4803

(External 0141 548 plus extension number)

There is a First Aid box located within the CLL office on level 7.

In the event of an accident involving injury or requiring urgent medical help, phone **2222** from any internal phone (mobile **0141 548 2222**) and state the exact location and the nature of the incident if a doctor is required or if an ambulance is required.

Club Outings

If a Club organises an outing for members to venues outwith the CLL, regard should be had to the health and safety of members taking part. It is advisable to visit the venue in advance of the outing to check for suitable access and egress points suitable for those with limited mobility, details of fire evacuation rules and first aid facilities in place at external visits. Members should be advised that they are responsible for their own safety when attending external trips. Application forms for outings should contain the following statement:-

“In attending this outing you confirm and agree that neither the University of Strathclyde nor the 3Ls Students’ Association can be held responsible for any problems in respect of delays or cancellations etc. and medical or health emergencies.”

12. Members with Special Needs

Guidance for Clubs to Aid Members with Special Needs at Meetings is included at Appendix 2 and includes formal instructions from the Departmental Disability Contact to the CLL.

Please read this carefully as it contains information about legal requirements.

13. Club Information

Club information will be posted on the website to keep members informed of the dates, times and places of club meetings and outings. Please keep this information clear and up to date as there are often requests for information by new members especially at the beginning of a term.

The 3Ls Administrative Assistant will keep a record of office bearers of clubs including those who send information to the webmaster. If there are any changes to the record, please inform the 3Ls Administrative Assistant as soon as possible.

Before the end of November, club secretaries or membership secretaries should send to the 3Ls Administrative Assistant a full list of their current membership. This is vital to help us ensure that all members have current membership of the 3Ls. Clubs should consider having a contact number for members, particularly on outings, which would be useful in the case of an accident or a medical emergency.

The 3Ls Administrative Assistant should be provided with an updated copy of each club constitution.

A copy of the minutes of a Club's AGM, albeit in draft form, including President and Secretary's reports, where produced, should also be sent to the 3Ls Administrative Assistant.

Clubs are required to provide a copy of their financial accounts to the 3Ls Treasurer as soon as possible after the Club AGM.

14. Succession Planning

It is recommended that clubs give thought to replacing office bearers as they step down from their roles in good time. The 3Ls encourages the practice of sharing office bearing roles between more than one member of a club and of collaborative working.

Recruitment of Club members to Club Committees

1. Club Presidents and office bearers should:
 - a. Appeal for members to join club committees to find out how these are organised
 - b. Communicate with members to reassure them that responsibilities need not be onerous
 - c. Identify and target the right people i.e. members who:
 - show interest
 - are reliable and enthusiastic
 - are prepared to commit time consistently
 - show a willingness to help
 - are 'doers'
 - d. Make use of social events to speak to members and encourage them to participate, pointing out the hidden advantages of involvement such as the opportunity to meet new people and possibly learn new skills or perfect old ones.
2.
 - a. Good practice should be shared via the Steering Committee.
 - b. Within Clubs, some responsibilities could be shared e.g. the organisation of outings/lunches, contacting speakers, rotas for introductions/votes of thanks. This sharing of responsibilities already takes place in some clubs.
3. It is suggested that each club committee should carry out an audit at the beginning of each session in October to ascertain:
 - If they have succession plans in place
 - How long the present office bearers and committee members have been in office
 - If they anticipate problems with succession and the future of the club
 - If they have any success stories
 - If they have any suggestions or ideas for sharing

The audit process should enable clubs to identify possible problems at an early stage and put succession plans in place.

15. Club Finances

A grant of £50 is given to each new club.

The club accounts must be audited annually and a copy should be sent to the 3Ls Treasurer and the 3Ls Administrative Assistant.

If the club should cease to exist, then all monies remaining must be passed to the 3Ls Treasurer. Any club that is re-formed within a reasonable time will have this money returned. Good Practice Notes for Club Treasurers which provide further guidance in relation to the management of Club finances can be obtained from the 3Ls Administrative Assistant.

16. Complaints Procedure

If a Club member wishes to make a complaint in respect of the operations or activities of their Club, this should be made, in writing or by email in the first instance, to the President or relevant Office Bearer of the Club.

If no resolution can be achieved at Club level, then the matter should be referred to the 3Ls President, who will investigate the complaint, consult with all relevant parties and provide a written response to all concerned. If the President is unable to resolve the complaint, the matter will be passed to the 3Ls Steering Committee for resolution.

If in exceptional circumstances no resolution can be reached, the situation will be referred to the Community Engagement Manager, Centre for Lifelong Learning, for further discussion. At this point, the conclusion will be binding on all parties.

If a complaint is to be referred, please address it, enclosing copies of all documentation, 'For the Attention of the 3Ls President'.

In writing:

3Ls Students' Association
Graham Hills Building
40 George Street
Glasgow
G1 1QE

By email: llassoc@strath.ac.uk

17. Open Afternoon

Every year in September, the 3Ls clubs are key contributors to the Learning in Later Life Open Afternoon which allows prospective students of CLL to find out more about the 3Ls and existing members to view the range of clubs and learning/social opportunities available.

The CLL Community Engagement Manager, will inform clubs of the date and the administrative arrangements. Each club is given a table and can mount a display of photographs and information about the club. Please do not put any notices on the walls. One or two representatives from the club should be available to answer

questions and enrol new members. Please make sure they are already enrolled as members of the 3Ls and have attended a class run by the Centre for Lifelong Learning. The Open Afternoon is an ideal opportunity for the 3Ls to show that clubs are providing a wide variety of experiences including outings and social gatherings for their members as well as opportunities to develop their interests.

18. Data Protection Statement

The 3Ls needs to collect and use certain types of information or personal data about Members in order to operate efficiently and effectively. This personal data must be dealt with properly, whichever way it is collected, recorded or used, whether on paper, electronically, or recorded on other material. The lawful and correct treatment of personal data is very important in maintaining confidence in 3Ls Association and Club activities.

The 3Ls Association is committed to the principles and practices of data protection as laid out in the Data Protection Act 1998, subordinate and related legislation and codes of practice and other official guidance. This commitment will be met through appropriate management of personal information and the strict application of criteria and controls. All persons having access to such material will follow good data protection practice and must handle personal data responsibly.

Obtaining and Using Information – Fair Processing

Persons supplying personal data to be held by the 3Ls must be made aware of the purposes for which it is to be held and used. Only personal data that is really needed should be obtained. Where a club seeks personal data, they should ensure that the person from whom the information is requested knows the purpose for which the information is required, such as for circulating information about Club meetings and activities.

Access to personal Data will be restricted to authorised individuals, such as 3Ls Association and Club Office Bearers and the 3Ls Administrative Assistant. It follows that authorised individuals using information provided by members can only do so in connection with Club activities and will have a responsibility to ensure that the information is retained securely and used appropriately. No disclosure of personal data must be made to another party without the express authority of the 3Ls Students' Association.

Accuracy of Information

It is the responsibility of any person who receives or holds information to ensure, so far as possible, that it is accurate, valid and up-to-date. The Data Protection Act requires that personal data shall not be kept for longer than is necessary for its purpose. **Therefore cancellations of membership, amendments and deletions should be carried out regularly and personal information should not be held by the 3Ls or by Clubs for longer than two years.**

Individual Rights

The Act gives all members (known as “data subjects”) certain legal rights, known as subject access rights.

Data subjects have the right to know what data is held about them and to see the data in intelligible form. Any such request should be addressed to the Club secretary and must be responded to as soon as reasonably practicable. Further guidance on individual rights is contained in the 3Ls Data Protection Privacy Policy attached at Appendix 5.

APPENDIX 1

Centre for Lifelong Learning Teaching Accommodation Maximum Room Occupancy

Floor	Room No/ Description	Maximum Number
Level 2	Common Room	30
	Library	15
	GH227	29
	GH230	12***
	GH231	20
	GH232	21
Level 3	GH322	24*
	GH327	24
	GH330	30
Level 7	GH753	31
	GH752	24
	GH750	12
	GH749	12
	GH748	24
	GH744 (art studio)	20*

This is a legal requirement and if a club member refuses to participate in this process, they cannot continue to attend meetings.

It may be necessary to alter the location of club meetings in order to meet these evacuation requirements.

Students with Other Disabilities

There are a number of simple ways to assist those attending meetings who have a hearing impairment.

For members who are hard of hearing:

- A loop system is in place in the Conference Room and all CLL teaching rooms. This consists of an induction loop (in the walls) and an overhead mike (usually above the teaching desk. This system can help those who have a hearing aid with a 'T' piece incorporated.
- The switch for the system is on the wall usually near the light switch. If you are unsure, please ask in the CLL office on Level 7.
- For effective use of this system, especially in a large and/or noisy gathering the speaker should stand as near underneath the mike as possible. Speakers should also bear in mind that some of those who are hard of hearing can lip read and therefore should always speak clearly and face the audience (e.g. do not speak while writing on a board or looking at the screen.)
- When club members are speaking from the floor it may be advisable to ask them to come to the front so that they can be heard or the speaker should emphasise the important visual points on the slide so that these members get full benefit of the meeting.

For members who have a visual impairment:

- All handouts and information are best printed in Arial format point size 14 for ease of reading.
- Ensure that handouts are of good quality as they can often become faded and difficult to read.
- Ensure that whiteboard/flipchart pens (if being used) are working correctly. Replacements can be collected from the CLL Office on Level 7.

If you require any further advice, please contact the 3Ls Administrative Assistant at llassoc@strath.ac.uk.


SAMPLE PEEP REQUEST FORM

Details of 3Ls Member requiring Personal Emergency Egress Plan (PEEP)

3Ls Club:	
Name of member:	
Address:	
Telephone:	
Email address (please only record if member uses it regularly):	
Does the member use a mobility aid such as a wheelchair, walker or walking stick? Please give details:	
Can the member descend stairs either alone or with assistance: YES / NO	Please give any further information that may be relevant:
Name and email address of assisting member to be included on PEEP:	
Name and email address of assisting member to be included on PEEP:	
Name and email address of assisting member to be included on PEEP:	
Locations of club meetings (Room number):	
Dates and times of club meetings:	

Please email this form to llassoc@strath.ac.uk or hand in to Lesley King at the 3Ls Office.

SAMPLE COMPLETED PEEP

Individual Personal Emergency Egress Plan				
			 University of Strathclyde Glasgow	
Person's Name:		A.N. Other		
Course/Club and Location:		German Club Room: GH742 Dates of meetings: 10.10.18, 10.11.18, 10.12.18 Time: 1-3pm No. of meetings: 3		
Alternative locations/positions:		Common area – level 7.		
Reason why a PEEP is required:		Mobility impairment		
Plan requested by:		Centre for Lifelong Learning		
Date of issue:		30.08.18		
Dates of issue of any separate PEEPs provided for this person:		N/A		
Procedure Awareness				
A copy of the evacuation procedure has been issued in the following format:				
• Braille	• In large print	• Electronic format X	• It has been explained in BSL	• On tape

• The escape routes have been pointed out		•Other Format:		
Yes / No YES				
The method of alert in an emergency: (Place X in appropriate box)				
• The existing fire alarm system X	• Visual alarm system	• Pager	•Other method	
Names of Assisting Person(s): A. Smith, B. Jones				
Egress Plan				
Minimum number of persons required to assist:	1	<p>Each of these people will receive a copy of this PEEP: PEEP holder; Assisting person(s); CLL staff members</p> <p><u>NOTES FOR ASSISTING PERSON(S):</u> Please make sure that you read this PEEP in detail; contact the Disability & Guidance Officer (details below) or CLL staff if you have any queries.</p> <p><i>It is recommended that you familiarise yourself with the egress options listed below by walking through them before your classes/meetings begin. Each option will get you to an exit: use whichever is best depending on conditions at the time of the alarm.</i></p> <p>The Fire Safety Adviser advises that a mobile telephone should be available should you wish to communicate with Security Services at any time. Security Control's emergency telephone number is <u>0141 548 2222</u> - please add this to your mobile phone address book.</p> <p>You can contact Security Control from any internal telephone on ext. 2222. The</p>		

		<p>internal telephone on Level 3 is located adjacent to GH323.</p>
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EGRESS PLAN

Option 1: Emergency Lift to George Street main exit

The PEEP holder and assisting person(s) should make their way to the 'temporary waiting space' in the main stair enclosure serving 40 George Street (the main entrance to the Centre for Lifelong Learning), where there is an evacuation lift (marked with the green evacuation sign).

Once at the 'temporary waiting space' register a call to Security on the Emergency Voice Communication System (the green box beside the lift doors) - instructions for use are detailed on the sign beside the lift. Security control the operation of the emergency lifts in a fire alarm situation: await their instructions. This may take a while as security staff will not approach the communications system until they have completed their duties outside the building first. Note that the stairs and stairwell are fire and smoke proof for up to one hour.

The PEEP holder and assisting person(s) will exit the lift at level 2.

Option 2 (secondary route): Emergency Lift to Richmond Street main exit

In the event that the main evacuation lift is not in use or cannot be reached due to an obstacle, *if it is safe to do so* the PEEP holder should be assisted to the second evacuation lift round past the conference room (GH742). At the lift follow the same procedure as given in Option 1.

Option 3: Emergency Fire Exit via stairs (EVAC chair required – see specialist equipment below)

If both the exits listed in Options 1 and 2 are blocked, if the lifts are not functioning, or if the PEEP holder feels unable to walk the distance from the first emergency lift to the second emergency lift, descend the stairs at the fire escape next to GH744 (see plan) which leads onto Richmond street.

The main stairs to 40 George Street can also be used if that exit is not blocked.

Before using stairs make sure they are clear of anyone else evacuating.

Specialist equipment to assist evacuation is:

EVAC Chair – Option 3

This can be found next to the ladies' toilet opposite room GH744.

Note that CLL and Security staff are trained to use this and will assist.

Assisting persons are not required to know how to use the EVAC chair but can request training if they wish – please contact the Departmental Disability and Guidance Officer.

Practice Dates

Practices should be every 6 months; dates should be arranged by the assisting person(s):

Practice date 1:

Practice date 2:

Plan created by:

David Pettigrew

Designation:

Departmental Disability & Guidance Officer

guidance-cll@strath.ac.uk

CENTRE FOR LIFELONG LEARNING EMERGENCY EVACUATION ROUTES LEVEL 7



PRIMARY ROUTE
 SECONDARY ROUTE



University of
Strathclyde

UNIVERSITY ESTATES MANAGEMENT

John Anderson Campus
 181 St James Road
 Glasgow G4 0NT
 Tel: 0141-552-4400
 Fax: 0141-553-4197

Rev	Revisions	By	Date
A			
B			
C			
D			
E			
F			

Project No	
Drawing No	1a-p07
Building Code	1a-p
Drawing Title	Floor Layout
Floor Layout	Level 7
Graham Hills Building John Anderson Campus	
Scale	A1
N/S	Dec 2009
Drawn By	CT
Checked By	CT
File	H:\My Documents\Gills - C\Thomson.dwg

Personal Emergency Evacuation Plan

Data Processing Consent Authorisation

The University of Strathclyde is required by law to ensure procedures are put in place for your safe evacuation from University buildings in emergency situations. To comply with this requirement the University draws up a Personal Emergency Evacuation Plan (PEEP) to cover your own specific circumstances.

By necessity the plan must contain some personal details (name, contact phone number, course of study or position of employment and a brief description of your needs) and will be copied to Safety Services, Security Services, your Department and Disability Services (or HR for staff members). This is necessary for management of the arrangements required for your safe evacuation.

In order to comply with the Data Protection Act your written consent is required for this information to be recorded and distributed as stated.

Your personal information will be held within Safety Services electronic storage and filing systems and will:

- only be used for and during the operation of the PEEP and for no other purpose.
- be held securely for the duration of your studies/employment.
- be retained until you have completed your studies, or in the case of staff members, until your employment ceases.
- be removed and destroyed from files and electronic storage systems on completion of your studies/ termination of employment.

Please sign below to indicate your consent for your personal information to be used in the development of your Personal Emergency Evacuation Plan.

Name: _____ (Block Capitals)

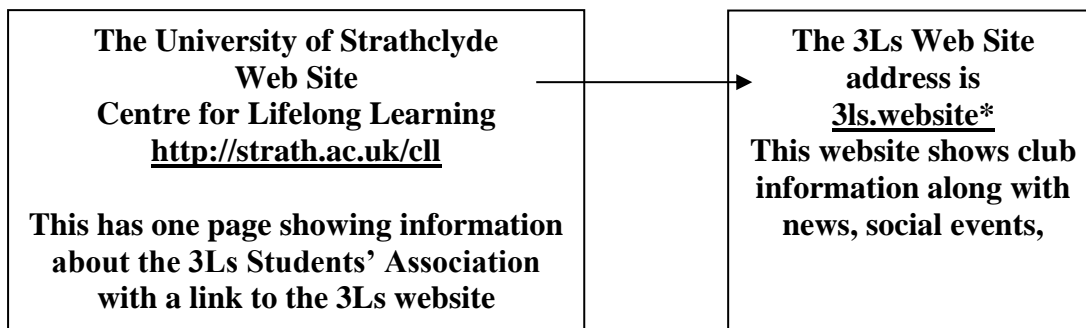
Signature: _____

Date: _____

Please return to: Department of Safety Services
Room GH 820
Graham Hills Building
50 George Street
Glasgow
G1 1QE

APPENDIX 3

3Ls Website



(* No www or .com required.)

The 3Ls website is administered independently by the 3Ls Steering Committee and the 3Ls Administrative Assistant. No other member has access to make any changes. It is not part of the University Site.

Suggested Guidelines for Clubs

- I. Each Club will have one section on the 3Ls website. Information on this is not limited and some photos are welcome.
- II. At the start of each year, clubs should send a copy of their programme to the 3Ls Administrative Assistant.
- III. Changes can be made during the year if submitted to the 3Ls Administrative Assistant e.g. if a programme changes.
- IV. Clubs should ensure that all website information is current and information about previous programmes can be stored in an Archive section for the interest of anyone browsing the website.

APPENDIX 4

CENTRE FOR LIFELONG LEARNING (SCHOOL OF EDUCATION, AREA C) SAFETY REGULATIONS [Revised May 2015]

1. EMERGENCIES

Security Control extension **2222** (or 0141 548 2222).
(General enquiries extension 3333 or 0141 548 3333).

In the event of an accident involving injury or illness:

- Summon the assistance of colleagues
- Telephone 2222 and state:
 - your own name and department
 - the exact location of the incident: building, floor, room number
 - the exact nature of the incident and the extent of injury or illness
 - whether a doctor or specialist support is required
- Assist and comfort the casualty
- Arrange any necessary transport - taxi or ambulance. A staff member should travel with the patient to the nearest A&E Department if that is required.

2. UNIVERSITY SAFETY POLICY

All members of staff must make themselves aware of the contents and purpose of the University's Occupational Health and Safety Policy, available here:

<http://www.strath.ac.uk/safetyservices/occupationalhealthandsafetypolicy/>

All members of staff, including part-time tutors, should make themselves aware of the contents of the Centre for Lifelong Learning Safety Regulations.

Part-time tutors should make themselves aware of the Safety Procedures and exit routes pertaining to the buildings in which they teach.

3. FIRST AID

A First Aid box is located in the Centre for Lifelong Learning General Office/Reception (GH759).

University Security Staff are all fully trained in First Aid.

4. REPORTS OF INJURY AND DANGEROUS OCCURRENCES

All accidents involving injury to any person and all dangerous occurrences which may affect the health or work of any person, or cause damage to any equipment within the Centre for Lifelong Learning must be reported to the Area Safety Convenor (ASC) or Depute Safety Convenor (DSC). The ASC or DSC must then report on the official S1 form to University Safety Services.

5. FIRE PREVENTION

To minimise the risk of fire:

- Obey signs prohibiting smoking.
- Switch off all electrical equipment when it is not in use.
- Close all windows and doors at the end of the working day.
- Do not store items near heaters.
- Do not allow waste materials to accumulate
- Know the location of fire extinguishers and how to use them.

6. EVACUATION OF THE BUILDING

- Read carefully and assimilate the Fire Regulations displayed in each building
- Know the meaning of audible fire alarms
- Know every escape route in the building
- Vary your escape routes at different fire drills (NB there are **Escape Route** plans posted in teaching rooms. Special procedures are in place to evacuate persons with mobility impairment. Staff and tutors affected by this must ensure that they are familiar with these procedures.

If you discover a fire or see evidence of a fire:

- If** it is a small fire **and** you judge that you could tackle it **and** there is an extinguisher nearby of the correct type **and** you are trained and feel confident in its use then you may attempt to put the fire out.
- When you evacuate a room or space, close the door and raise the alarm by activating the nearest 'break glass' fire alarm point, or inform the Security Wardens on extension 2222.
- Do not use lifts.
- Do not re-enter the building until you are informed that it is safe to do so.

7. ELECTRICAL EQUIPMENT

Portable Appliance Testing is carried out on a regular basis. However, please note the following:

- All members of staff are responsible for reporting to the appropriate person faults in electrical equipment in their own offices, or provided specifically for their own use, or which becomes faulty when they are using it.
- Do not interfere with electrical equipment. Faulty equipment should be taken out of use immediately and reported to the Depute Safety Convenor.
- Do not overload power points.
- Never place clothing or other items over or near heating appliances.
- Do not place electrical kettles or similar appliances on the floor.
- Unplug all equipment before inspection, adjustment or cleaning.

8. USE OF DISPLAY SCREEN EQUIPMENT

All members of staff who make use of display screen equipment should make themselves aware of the University of Strathclyde's Local Rules For the Safe Use of Display Screen Equipment, available to download here:

<http://www.strath.ac.uk/safetyservices/localrules/>

Note that new DSE Users must complete the online Computer Workstation Awareness training course within the first three months of starting with the University. Existing DSE Users should take the course as a refresher at least once every four years.

The Display Screen Equipment Assessor for CLL will carry out individual workstation assessments for all users.

9. LONE/LATE WORKING

Personal Safety Awareness training is available to raise awareness of work situations that could threaten personal safety and to provide advice on sensible precautions those individuals can take to reduce the possibility of threat. This is

recommended for all members of staff who work alone or outwith normal CLL opening hours.

10. OBSTRUCTIONS

Working and access areas (including fire doors) should be kept clear of materials likely to impede passage or create a hazard. Cables should not be routed across aisles or walkways unless properly guarded.

11. LIFTING & HANDLING

Heavy items must not be stored high up on racks or shelves. When accessing high shelves or similar storage use a purpose designed stool or step.

If any task involves a significant proportion of lifting and handling or occasionally requires lifting or handling of an awkward or heavy item then the individual should receive training in correct procedures. In such cases please contact the Depute Safety Convenor who will arrange an assessment.

Manual handling training courses are available from Safety Services.

12. KEYPAD ACCESS

For the protection of lone workers and security of CLL property, keypad access is available in the following areas:

- GH759 (Reception/General Office)
- GH747 (Genealogy team office)
- GH741 (Tutors' Resource Room)
- Level 3: main entrance
- Level 2: all teaching rooms.

Access codes are available to CLL staff who will ensure that areas are opened and closed at appropriate times.

13. SAFETY ROLES IN CLL

CLL staff members have been assigned required safety roles as follows:

Area Safety Convenor: Mrs Alix McDonald

Depute Safety Convenor : Ms. Claire Hill

Fire Safety Coordinator: Mrs. Janice MacWhirter

Fire Safety Assistant: Ms. Lisa Donaldson

Display Screen Equipment (Computer Workstation) Assessor: Mrs. Jennifer Campbell

14. GENERAL INFORMATION

Please find links below for more information:

Safety Services webpage: <http://www.strath.ac.uk/safetyservices/>

Safety Services Training Programme:

<http://www.strath.ac.uk/wellbeing/safetyhealthandwellbeing/healthandsafetytraining/>

HaSS SharePoint Health & Safety site (staff only):

<https://moss.strath.ac.uk/hass/compliance/healthandsafety>

APPENDIX 5

3Ls Students' Association

Data Protection Privacy Policy

1 Document control

Version 2 - 09/12/2018

2 Privacy Policy

This privacy policy informs you about the information we collect from you and how we manage it. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your information.

This policy covers our website: 3Ls.website.

2.1 Who we are

We are the Learning in Later Life Students' Association (3Ls). Our address is Room 751, Graham Hills Building, University of Strathclyde, 40 George Street, Glasgow G1 1QE. You can contact us by post at the above address, by email at llassoc@strath.ac.uk or by telephone on 0141 548 4387.

2.2 How we use your information

2.2.1 When you use our website

When you use our website to view the information we make available, a small number of cookies are used by us and by third parties to allow the website to function, to collect useful information about visitors and to help to make your user experience better.

Some of the cookies we use are strictly necessary for our website to function. For example, when you log in to the advice area, we will place a cookie on your computer to keep you logged in.

As well as the cookies we use, various third parties also place them on your computer. For example, we monitor user behaviour using Google Analytics in order to improve the site.

We do not place third party advertising cookies.

If you do not wish to receive cookies, please disable them in your browser. However, this will lead to reduced site functionality.

2.2.2 When you take up certain roles within the 3Ls Students' Association

When you take up certain roles within the 3Ls, we request that you provide us with your name, email address and contact number. The roles this applies to are as follows:

- President
- Vice President
- Past President
- Secretary
- Treasurer
- delete
- Club President
- Club Secretary
- Club Treasurer

We use this information to send you information relevant to your role in the 3Ls such as mailings, newsletters, events and more. We do this because of our legitimate interest in keeping you informed.

We keep this information until we are informed that you no longer hold any of the aforementioned roles. Once we have received this notification, your information will be deleted from our systems within two years.

2.2.3 When you join the 3Ls Students' Association

When you join the 3Ls Students' Association or one of our Clubs, we ask you for your name, home and email addresses and telephone number(s). We record the date of receipt of your membership application.

We use this information to provide and manage your 3Ls membership. We may, on occasion, send you emails pertaining to your membership only. We will do this based on our legitimate interest in managing your membership.

The data you provide is stored on our website server which is kept in a secure UK location.

We do not use the information you provide to make any automated decisions that might affect you.

We will delete inactive accounts three years after the last date of access.

2.2.4 When you submit an enquiry to us

When you submit an enquiry, we ask you for your name, address, contact telephone number and/or email address.

We use this information to respond to your query, including providing you with any requested information. We may also write to you, email or call after your enquiry in order to follow up on your query and ensure that we have answered it to your satisfaction. We will do this based on our legitimate interest in providing accurate information.

For all enquiry forms, your email will be stored and processed in our organisational email system.

We do not use the information you provide to make any automated decisions that might affect you.

We keep enquiry emails for up to two years. After this period they are securely archived and kept for seven years, when we delete them.

We do not use the information you provide to make any automated decisions that might affect you.

2.3 Your rights as a data subject

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

If we are processing your personal data for reasons of consent or legitimate interest, you can request that your data be erased.

You have the right to ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request regarding your personal data by email, post or telephone, please use the contact information provided above in the Who We Are section of this policy. You will be asked to complete a Data Subject Request form and we reserve the right to verify your identity before fulfilling your request.

2.4 Your right to complain

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint. However, you can also contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns.

2.5 Updates to this privacy policy

We regularly review and, if appropriate, update this privacy policy and as our use of personal data evolves. If we want to make use of your personal data in a way that we haven't previously identified, we will contact you to provide information about this and, if necessary, to ask for your consent. We will update the version number and date of this document each time it is changed.