

This information enables insurers to reward good insurance risk features and offer the most competitive terms. We have produced a risk management guide to help you understand some of the common responsibilities your organisation may face. Further details can be found on our website at www.villagehallinsurance.co.uk

Policyholder	
Policy Number	CCP

Mark the statements applicable to your premises		
1	You have an appointed person responsible for Health and Safety	<input type="checkbox"/>
2	You have fewer than 5 employees and have a written Health and Safety Policy that is current and regularly reviewed.	<input type="checkbox"/>
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	<input type="checkbox"/>
4	All food handlers are trained in food hygiene	<input type="checkbox"/>
5	An adequate number of staff are trained and appointed first aiders with appropriate first aid equipment	<input type="checkbox"/>
6	All work at height (including that within the building) is undertaken by professional contractors	<input type="checkbox"/>
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	<input type="checkbox"/>
8	All portable appliances are regularly inspected and tested by a competent person and the results recorded	<input type="checkbox"/>
9	There is an established procedure to control and record the issue of any keys and/or keypad codes and for locking the buildings.	<input type="checkbox"/>
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	<input type="checkbox"/>
11	All essential documents are kept in fireproof safes/cabinets and back-up computer discs kept off-site	<input type="checkbox"/>
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.	<input type="checkbox"/>
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	<input type="checkbox"/>

14	All water pipes and tanks are regularly checked (at least annually) to see that they are adequately insulated and protected against freezing	<input type="checkbox"/>
15	All oil storage tanks have a secondary containment facility (e.g. a bund wall) to prevent oil escaping	<input type="checkbox"/>
16a	There is an automatic fire detection system installed and maintained under contract	<input type="checkbox"/>
16b	The system calls the fire service or an alarm receiving centre in the event of activation	<input type="checkbox"/>
17	The buildings are protected by an automatic sprinkler installation that is inspected under a maintenance contract	<input type="checkbox"/>
18	Dark and vulnerable external areas are protected by automatic or permanent security lighting	<input type="checkbox"/>
19	All perimeter gates and vehicle barriers are secured and locked outside business hours	<input type="checkbox"/>
20	You have a system for logging in and out all visitors (including any contractors and cleaners) to the premises	<input type="checkbox"/>
21	The premises are externally protected by a surveillance system incorporating closed circuit television	<input type="checkbox"/>
22a	There is an intruder alarm system installed which is under a maintenance contract with a NSI/SSAIB/NACOSS approved alarm company	<input type="checkbox"/>
22b	The alarm automatically alerts a 24-hour manned alarm receiving centre	<input type="checkbox"/>
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.	<input type="checkbox"/>

Completed by		Date	/	/
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Please return this form to Norris & Fisher and we will confirm your revised renewal premium as soon as possible.

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