

Do you have a formal Disaster Plan in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is an accident register maintained?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have planned maintenance and a testing programme for:				
1. Electrical equipment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2. Machinery and plant?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>
3. Buildings?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Are waste contractors employed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have an employee training programme?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is training given to employees recorded?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are your lifts, cranes, hoists, boilers, steam containers and other pressure vessels inspected to comply with all statutory requirements?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is your plant and machinery properly fenced, guarded and maintained?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are any chemicals stored on site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Additional comments on management / housekeeping:

SECURITY

Can you confirm that the security measures at the insured location(s) comply with the following criteria:

1. Physical Security

The devices for the security of your premises are in accordance with the following specification and all devices are put into full and effective operation whenever the premises are closed for business or left unattended.

Specification

- The final exit door must be secured by means of either a mortice deadlock or rimlock conforming to, or superior to, BS3621, or a key operated multi-point locking having at least 3 locking bolts.
- All other external doors and internal door providing access to any part of the building not occupied by you must be secured by means of either a locking device specified in (1) above, or by two key operated security bolts to engage the door frame.
- Any external door, or internal door providing access to any part of the building not occupied by you, which is designated an emergency exit must be secured by means of either a panic bar locking system incorporating bolts which engage both the head and sill of the frame, or by a mortice lock having specific application for emergency exit doors and which is operated from the inside by means of a conventional handle and/or thumb turn mechanism.
- All ground and basement level opening windows and any upper floor windows/skylights accessible from roofs, balconies, fire escapes, canopies, downpipes and other features of the building to be secured by means of either a key operated locking device or permanently screwed shut.

NOTES

The local fire authority must be consulted before replacing or augmenting the existing locking device fitted to a designated emergency exit door.

The provisions of specification (4) do not apply to windows/skylights that are protected by means of either fixed round or square section solid steel bars not more than 10cm apart, or fixed expanded metal, weld mesh or wrought ironwork grilles, or proprietary collapsible locking gate grilles.

I confirm that my / our security measures comply with these criteria. Yes No

If you have answered 'No' to any of the above questions, please provide full details on a separate sheet.

2. Alarm security

Are the premises protected by an intruder alarm? Yes No

Is the alarm under your sole control for setting whenever the premises are unoccupied or unattended? Yes No

Bell only Alarm Receiving Centre (ARC) with red care signalling

FIRE ALARM SYSTEM

Has a Fire Risk Assessment been completed? Yes No

If yes, is this regularly reviewed and updated? Yes No

Where is the nearest Fire Brigade to the premises?

Approximately how far away is this?

Do your premises have a valid Fire Certificate? Yes No

STORAGE

Is the floor area occupied for storage or warehousing (in any form) more than 25% of total floor area? Yes No

Is any storage more than 4-metres in height? Yes No

Is storage on a mezzanine or an upper floor? Yes No

Is storage on fixed racking? Yes No

Is storage on pallets? Yes No

Is storage free standing? Yes No

Are plastic and/or wooden materials or articles, flammable liquids or hazardous chemicals used, stored or manufactured? Yes No

Are pallets or other combustible materials stored against the outside walls of the building? Yes No

2. PROPERTY & LOSS OF INCOME VALUES

Please complete as fully as possible. Please attach any supplementary information including copies of expiring insurance schedules

Please confirm that the address of the main premises to be insured are as stated under section 1 of this application. If 'No', please specify address and postcode of the premises to be insured . Yes No

Property and Loss of Income values (£)	
PROPERTY (BUILDINGS & CONTENTS)	
Buildings (Rebuild cost)	£
Landlord's fixtures and fittings and tenant improvements:	£
Plant and Machinery	£
Personal computers and ancillary computer equipment at the premises:	£
All other contents / business equipment	£
Documents, stock / work in progress	£
Portable computers, "tools of trade" and associated equipment at home/away from the premises anywhere in the UK (maximum limit £2,500 any one item):	£

LOSS OF INCOME, ADDITIONAL EXPENDITURE & BOOK DEBTS on a 12 month indemnity period

Loss of Income – Revenue covered (please contact us for a definition of Loss of Revenue)	Total Loss of revenue £
Additional Expenditure – Increased Cost of Working	Sum Insured £
Book debts – Accounts receivable	Sum Insured £

Is cover required for goods in transit?

Yes No

If 'Yes', Please state total (any one conveyance)

£ **3. GENERAL LIABILITY – PUBLIC & PRODUCTS LIABILITY (£5 Million) AND EMPLOYERS LIABILITY (£10 Million)**

Total Wage roll	Current full year	No of employees
Clerical	£	
Manual (please specify)	£	

Turnover	UK	EU	USA / Canada	Other (specify)
(current year)	£	£	£	£

Please confirm the number of premises

Are you involved in the manufacture Assembly Alteration Modification Repair or Labelling of Products?

Yes No **4. CLAIMS DECLARATION**

Has any claim or loss, whether successful or not, ever occurred or been made against you or your predecessors in business or any past or present partner, principal, director or employee in respect of any risk now to be insured under the insurance covers listed above (whether previously insured or not)?

Yes No

If YES, please provide full details below:

Date	Details	Amount	Remedial action

CONFIRMATION

DISCLOSURE OF MATERIAL FACTS

It is essential that every Proposer or Insured when seeking a quotation, taking out or renewing an insurance, reveals to the prospective Insurers any material facts or information (including any material circumstances or change in circumstance) which might influence the judgement of Insurers in fixing the premium or in determining whether they will accept the risk. Failure to do so may render the contract of insurance voidable from inception at the option of the Insurers and enable them to repudiate liability thereunder. If you have any doubt as to what constitutes a material fact or circumstance, seek our advice.

I declare that the above statements and particulars are true, full enquiry having been made, and I have not omitted, suppressed or mis-stated any material facts and undertake to inform the Insurer of any change to any material fact. I understand that the information I provide will be used in deciding the price charged by the Insurer for the risk and whether the Insurer will accept the application. I further agree that this declaration, together with any other information provided shall be the basis of any contract between me and the Insurer.

A COPY OF THIS PROPOSAL SHOULD BE RETAINED BY YOU FOR YOUR OWN RECORDS

THIS FORM MUST BE SIGNED BY A PRINCIPAL OF THE FIRM

Signature: _____

Date: _____

Print name: _____

Position: _____

Please return this Application Form along with any other supplementary information sheets to the address detailed below:-

Bluefin | Professions Division | Castlemead | Lower Castle Street | Bristol | BS1 3AG
t: 0117 929 3344 | f: 0117 925 1594 | e: enquiry.professions@bluefingroup.co.uk | w: www.bluefingroup.co.uk/professions

