

# RISK MANAGEMENT SELF-ASSESSMENT FORM (CHURCH CONNECT)



<b>Agent:</b>	<b>Agency Reference:</b>	<b>Policy Number:</b>
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*This information enables us to reward good insurance risk features and offer our most competitive terms.*

*We have produced a risk management guide to help you understand some of the common responsibilities your organisation may face. Please ask your insurance advisor for more details.*

**Please complete this form in BLOCK CAPITALS**

Policyholder/Proposer:			
Location 1 (LOC 1):			
Location 2 (LOC 2) if applicable:			
<b>Select statements applicable to your premises. Use "All" column where applicable to all locations in the schedule</b>	<b>LOC 1</b>	<b>LOC 2</b>	<b>All</b>
1. You have an appointed person responsible for Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All food handlers are trained in food hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. An adequate number of staff are trained and appointed first aiders with appropriate first aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. All work at height (including that within the building) is undertaken by professional contractors	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. All portable appliances are regularly inspected and tested by a competent person and the results recorded	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. All essential documents are kept in fireproof safes/cabinets and back-up computer discs kept off-site	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. There is a documented and recorded programme to ensure all plant and machinery, tools, ladders, scaffolding towers and staging are routinely checked to ensure they are in good condition and regularly maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. There is a documented and recorded programme to ensure that all stairways are in good condition and adequately lit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. All oil storage tanks have a secondary containment facility (e.g. a bund wall) to prevent oil escaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. a) There is an automatic fire detection system installed and maintained under contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) The system calls the fire service or an alarm receiving centre in the event of activation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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19. The buildings are protected by an automatic sprinkler installation that is inspected under a maintenance contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Dark and vulnerable external areas are protected by automatic or permanent security lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. All perimeter gates and vehicle barriers are secured and locked outside business hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The premises are externally protected by a surveillance system incorporating closed circuit television	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. a) There is an intruder alarm system installed which is under a maintenance contract with a NSI/SSAIB/NACOSS approved alarm company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) The alarm automatically alerts a 24-hour manned alarm receiving centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. 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"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. All stained, painted or engraved glass windows forming part of the buildings are protected either by grilles or polycarbonate sheeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed By (Full Name):	Date:                   /       /		
Policyholder/Proposer <input type="checkbox"/>	Insurance Advisor <input type="checkbox"/>	Ansvar Insurance <input type="checkbox"/>	Office Use Only:                   /