



## LIABILITY & RISK INFORMATION

This form is for contractors to provide information and documents about liabilities and risks to the AELTC. To complete the form, you will need details of your insurance policies as well as various Health & Safety documents.

Return the form via email to your AELTC Authorising Manager. **This form must be completed annually.**

COMPANY INFORMATION		
NAME OF COMPANY		
ADDRESS		
TELEPHONE		
CONTACT PERSON Insurance	NAME	
	EMAIL	
WHAT IS THE LEGAL STATUS OF YOUR ORGANISATION? Such as partnership; limited company; public limited company; charity; trading as a company; number of trustees if not a company; other- please specify		
IS YOUR ORGANISATION PART OF A COMMERCIAL GROUP, A SUBSIDIARY COMPANY OR PARENT COMPANY OR ANY OTHER MULTI-LEGAL-ENTITY ORGANISATION?	YES	If 'yes' give the following details
	NO	
	NAME	
	REGISTERED OFFICE	
	REGISTRATION NUMBER	
COMPANY VAT NO.		
COMPANY REGISTRATION NO.		
PLEASE PROVIDE FULL DETAILS OF ANY CURRENT OR RECENT (WITHIN THE LAST 5 YEARS) CLAIMS, PROCEEDINGS OR JUDGMENTS SERVED AGAINST THE ORGANISATION OR ANY OF ITS DIRECTORS RELATING TO THE PROVISION OF ITS SERVICES		
ESTIMATE OF HOW MANY EMPLOYEES WILL BE ON SITE		
ESTIMATE OF START DATE		
ESTIMATE OF FINISH DATE		

## INSURANCE POLICIES

Please give the following information about your insurance policies – do not include insurance policy documents with this form.

LIABILITY TYPE	NAME OF INSURER	LIMIT OF INDEMNITY (if you do not have this cover, please put zero)	EXPIRY DATE
<b>A PUBLIC LIABILITY</b>		£	
<b>B PRODUCTS LIABILITY</b>		£	
<b>C EMPLOYER'S LIABILITY</b>		£	
<b>D PROFESSIONAL INDEMNITY</b>		£	

### DO ANY OF YOUR POLICIES HAVE EXCLUSIONS FOR TERRORISM?

<b>YES</b> Please tick those that apply	<input type="checkbox"/> <b>A PUBLIC LIABILITY</b> <input type="checkbox"/> <b>B PRODUCTS LIABILITY</b> <input type="checkbox"/> <b>C EMPLOYER'S LIABILITY</b> <input type="checkbox"/> <b>D PROFESSIONAL INDEMNITY</b>
<b>NO</b>	

## LIABILITY & RISK

All companies working within the UK are subject to UK laws and standards.

These questions apply to all organisations regardless of size or the services they are providing.

Please refer to the *Guide to Working at the AELTC and The Championships* when answering the following questions.

<b>PLEASE PROVIDE YOUR UP TO DATE H&amp;S POLICY, ENDORSED BY THE CHIEF EXECUTIVE OFFICER OF YOUR ORGANISATION</b>	Reason if not attached
<b>DOES YOUR ORGANISATION HAVE ACCESS TO INTERNAL OR EXTERNAL COMPETENT HEALTH AND SAFETY ADVICE?</b>	<div style="text-align: center;"><b>YES    NO</b></div> If 'yes' please provide details including CV, of your organisation's health and safety lead and proposed project safety lead as applicable
	<b>NAME</b>
	<b>MOBILE NUMBER</b>
	<b>EMAIL</b>
<b>DOES YOUR ORGANISATION HAVE SUFFICIENT RISK ASSESSMENT AND METHOD STATEMENTS IN PLACE FOR THE TYPE OF ACTIVITIES IT UNDERTAKES?</b>	<div style="text-align: center;"><b>YES    NO</b></div> Reason if you do not have this in place
<b>DOES YOUR ORGANISATION MAINTAIN A HEALTH AND SAFETY MANAGEMENT SYSTEM BASED ON/OR CERTIFIED TO AN INTERNATIONAL OR NATIONALLY RECOGNISED STANDARD?</b>  <b>e.g. ISO 45001, ILO OSH 2001, and BS8800:2004, HSG 65, or equivalent</b>	<div style="text-align: center;"><b>YES    NO</b></div> Please state which standard the health and safety management system is based upon and provide a copy of the certification(s) if applicable

## LIABILITY & RISK (CONTINUED)

<p><b>DOES YOUR ORGANISATION MAINTAIN OTHER MANAGEMENT SYSTEMS BASED ON OR CERTIFIED TO AN INTERNATIONAL OR NATIONALLY RECOGNISED STANDARD RELEVANT TO THE SERVICES YOU ARE PROVIDING?</b></p> <p><b>e.g.</b> ISO 20121, ISO 14001, ISO 26000, ISO 22000, SA8000, BS 8909 or equivalent</p>	<p><b>YES    NO</b></p> <p>Please state management systems and provide a copy of the certification(s) if applicable</p>
<p><b>IS YOUR ORGANISATION A MEMBER OF ANY SAFETY ORGANISATION?</b></p> <p><b>i.e.</b> British Safety Council, ROSPA or equivalent</p>	<p><b>YES    NO</b></p> <p>Please state organisation(s) and provide a copy of the certification(s) if applicable</p>
<p><b>DO YOUR STAFF HAVE SUITABLE COMPETENCY IN LINE WITH RELEVANT REGULATIONS AND INDUSTRY STANDARDS, SPECIFICALLY RELATED TO THEIR INTENDED WORKS WITHIN THE AELTC GROUNDS OR ON BEHALF OF THE AELTC?</b></p>	<p><b>YES    NO</b></p> <p>Please state organisation(s) and provide a copy of the certification(s) if applicable</p>
<p><b>IS YOUR ORGANISATION CURRENTLY CERTIFIED AS AN INVESTOR IN PEOPLE?</b></p>	<p><b>YES    NO</b></p>
<p><b>DO YOU HAVE A POLICY AND PROCESS FOR PROVIDING YOUR STAFF/ WORKFORCE WITH TRAINING AND INFORMATION APPROPRIATE TO THE TYPES OF ACTIVITY THAT YOUR ORGANISATION IS LIKELY TO UNDERTAKE?</b></p>	<p><b>YES    NO</b></p> <p>Please provide detail (max 100 words)</p>
<p><b>IF YOU ARE PROVIDING CONSTRUCTION WORKS (PLEASE SEE PAGE 59 OF SITE RULES FOR LEGAL DEFINITION OF THIS) HAS YOUR ORGANISATION BEEN ASSESSED AND CERTIFIED BY A MEMBER BODY OF SAFETY SCHEMES IN PROCUREMENT (SSIP)?</b></p>	<p>Please state which SSIP member body your organisation has been assessed by and provide a copy of the certification if applicable</p>

### ANY HEALTH & SAFETY QUESTIONS?

If you need any help, or have any questions relating to the Health & Safety requirements or documents required, please contact the Health & Safety team: email [hsaf@aeltc.com](mailto:hsaf@aeltc.com) or telephone **+44 (0)20 8971 2276**.

## DECLARATION

I confirm that we do not require The All England Lawn Tennis Club (Championships) Limited to accept responsibility for any of our property.

I confirm that I have read the AELTC's *Site Rules* and *Guide to Working at the AELTC and The Championships* and am aware of the AELTC's requirements of contractors and have briefed our staff on evacuation procedures.

<b>SIGNATURE</b>			
<b>NAME</b>			
<b>POSITION IN COMPANY</b>		<b>DATE</b>	