



LIABILITY AND 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 by email to Liz Brown:

Email: documents@aeltc.com

If you have any questions, please email or telephone Liz Brown on +44 (0)20 8971 2458.

Company information

Name of company:	
Address:	
Telephone:	
Contact person (insurance)	Name:
	Email:
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
A Public liability		£	
B Products liability		£	
C Employer's liability		£	
D Professional indemnity		£	

Do any of your policies have exclusions for terrorism?

Yes – please tick those that apply

- A** Public liability
- B** Products liability
- C** Employer's liability
- D** Professional indemnity

No

Health and safety

Health and safety contact:	
Mobile number:	
Email	



Documents required for Health & Safety

If you have any questions about the Health & Safety documents required, please contact Andrew Böber:

Email: documents@aeltc.com

Telephone: +44 (0)20 8971 2276

<p>1. Your current policy statement of intent</p> <p><input type="checkbox"/> Tick if attached</p> <p>Reason if not attached</p>	<p>As required by section 2 of the Health & Safety at Work Etc. Act 1974 (HASWA). This is a legal requirement for all businesses that employ five or more people</p>
<p>2. Your Organisation for Health & Safety</p> <p><input type="checkbox"/> Tick if attached</p> <p>Reason if not attached</p>	<p>As required by section 2 of HASWA. (Please do not supply copies of your Health & Safety manual, or your arrangements for Health & Safety. The AELTC requires only the name of your organisation's representative for Health & Safety on-site and the person with overall responsibility for Health & Safety within the organisation.)</p>
<p>3. Relevant risk assessments</p> <p><input type="checkbox"/> Tick if attached</p> <p>Reason if not attached</p>	<p>All risk assessments that are relevant to your company's work on the AELTC Grounds or on the AELTC's behalf:</p> <ul style="list-style-type: none">• Please include the date that each assessment was carried out or last reviewed, whichever is most recent.• The carrying out of risk assessments, required by the management of HASWA, is the responsibility of any contractor carrying out work for, or on behalf of, the AELTC and applies to all organisations involved in activities year-round, including The Championships.• All companies working within the UK are subject to UK laws.
<p>4. Method statements</p> <p><input type="checkbox"/> Tick if attached</p> <p>Reason if not attached</p>	<p>The AELTC requires a copy of each method statement that details the method of delivering:</p> <ul style="list-style-type: none">• the activities that you are engaged to carry out• the precautions that will be taken to ensure the protection of your employees, the AELTC's employees, other contractors, and members of the public that may be affected by your work. <p>Where you appoint sub-contractors to undertake work on your behalf, you will be responsible for approving their method statements.</p> <p>If your activities are only office based within the AELTC's Grounds, the AELTC requires only confirmation that your employees have been made aware of the Site Rules and Evacuation Procedures.</p>
<p>5. Employees' competence statement</p> <p><input type="checkbox"/> Tick if attached</p> <p>Reason if not attached</p>	<p>Details of the steps you have taken to ensure that all persons you supply to site are competent to carry out the work and are SSIP certificated, if required.</p> <p>In other words, do they have the necessary training, instruction, qualification, experience and knowledge, to carry out the activities in the work? Do not supply copies of training records, certificates or similar, unless the AELTC asks for them.</p>

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 requirements for contractors and evacuation procedures.

Signature:

Name:

Position in company:

Date: