

# Liability Factfinder

For construction risks, please use the more specific Construction Factfinder.

The information you give on this form is relevant to our assessment of the insurance risk

- (i) at new business quotation stage, or
- (ii) on renewal.

Please provide complete and accurate answers to the following questions.

Failure to do so may entitle us to vary or avoid any insurance cover subsequently issued.

## General

Name

Norwich Union Policy Number (where applicable)

Date you established this business

 /  / 

Name your current liability insurers

How many years have you been insured with them?

Please specify any accreditations you hold for:

Environmental management (e.g. ISO 14000 series)

Other aspects of your business (e.g. Investors in People)

Are you a member of a relevant trade association for your industry?

Yes/No

If yes, please provide name:

If yes, do you participate in their Health and Safety scheme/initiative?

Yes/No

What is your employee absence rate for the last year?  
(i.e. the average number of days lost per employee)

What is your percentage rate of employee turnover for the last year?

%

For each of the past 3 years, please provide details of your employee and accident numbers

	Last Year	Previous Year	Year minus 2
Total number of employees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total number of All accidents	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total number of RIDDOR accidents	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Details of your Management of Health and Safety and Security of your Employees, Sub-Contractors, Sites and Premises

### Safety Policy

Do you have a written and signed Health and Safety policy?

Yes/No

What is the date of the last review of the policy?

 /  / 

When was it last communicated to all employees?

 /  / 

How was it communicated to employees?

# Details of your Management of Health and Safety and Security of your Employees, Sub-Contractors, Sites and Premises

*continued*

## Knowledge of Health and Safety

Please give the name and position of the person(s) within your company that are responsible for Health and Safety.

Name

Position

Do you have a competent person responsible for Health and Safety issues? Yes/No

If yes, please provide name and position of such person and details of formal training given

Name

Position

Training

Please give the name of any external organisations you obtain Health and Safety advice from

  

## Risk Assessment

List your main workplace hazards

  
  

List your main health hazards

  
  

Have all the required risk assessments been carried out and recorded? Yes/No

When was the last risk assessment carried out?  /  /

Do you have a smoking ban at your business premises? Yes/No

If no, please provide details of any smoking policy you have in place

  
  

## Training

Please give details of health and safety training given to employees and contractors working for you

  
  

Is training recorded? Yes/No

Do you supply and enforce use of Personal Protective Equipment where required? Yes/No

If yes, please provide details

# Details of your Management of Health and Safety and Security of your Employees, Sub-Contractors, Sites and Premises *continued*

## Workplace inspections

Is all equipment that needs statutory inspection identified and routinely inspected? Yes/No

Is there a system for the inspection of all parts of the workplace on a regular basis in order to identify defects and hazards and to ensure any corrective action is taken? Yes/No

How often are these inspections carried out?

## Waste

What waste do you produce?

  
  
  

How do you store, manage and dispose of waste?

  
  
  

## Products

Do you:

1 sample and test raw materials and/or components? Yes/No

2 incorporate quality control procedures into your manufacturing process? Yes/No

3 sample and test finished products? Yes/No

If yes, what ratio of batch testing do you carry out?  %

4 have a product recall programme? Yes/No

If yes, please provide details

  
  
  

5 hold ISO 9000 (or any other quality scheme) accreditation? Yes/No

If yes, please provide details

