

Facilities Management



Facilities Management

Please send your offline enquiries to info@ssr.co.uk

If you need any assistance, please speak to our team on **0117 9 300 100**.

The information disclosed within this enquiry form will be used to compile a Statement of Fact. A Statement of Fact records the information notified to Us and facts assumed about You, Your Business and Your Business partners and directors. The Statement of Fact will form a record of Our contract with You and the information which has been taken into account when calculating the premium, terms and conditions upon which Your policy is based.

Please remember that a fair presentation of the risk must be given. Failure to do so may prevent part or all of a claim being paid and could render the policy invalid. If you are unsure whether or not information applies to giving a fair presentation, it should be disclosed to the insurer.

You should keep a record (including copies of letters) of all information supplied to the insurer for the purposes of the renewal of this insurance.

Section 1: General Information

Name of insured

Company Registration Number

Trading Name(s)

Address

Names of directors, principals and partners

Status of entity (e.g., LTD, LLP, individual trading as)

Business established date

Policy renewal or inception date

Is at least 1 years' experience held in a relevant field to the business being proposed

Yes

No

Details of experience held

Has the company, any of its directors, principals, partners or senior managers had any claims, losses or incidents that may give rise to a claim in the last five years, whether insured or not, in respect of the sections of cover requested (please provide details under **Section 7** of this form)

Yes

No

Have any directors and/or principals/partners/senior officers ever;

Been convicted or charged of a non-motoring offence

Yes

No

Been declared bankrupt or the subject of bankruptcy proceedings

Yes

No

Had a previous company dissolve, wind up, liquidate, enter receivership or become insolvent	Yes	No
Had insurance declined, denied, cancelled or refused	Yes	No
Held insurance on which a special term or condition has been imposed	Yes	No

If any of the above questions have been answered 'yes', please provide further details below

Details of any trade association or inspectorate body memberships

Employee Reference Number (ERN) or advise if exempt

Section 2: Financial and Business Information

Total estimated turnover (£)

Total estimated manual wages (£)

Total estimated clerical wages (£)

Number of Personnel:

Clerical employees, directors, principals, labour only subcontractors

Manual directors, principals, partners

Manual employees

Manual labour only subcontractors

Business Activity Split by Environment (%):

Domestic %

Commercial %

Industrial %

Business Activity Split by Territory (%):

Within the UK or European Economic Area (EEA) %

Rest of World excluding North America %

In or derived from North America %

Turnover from work conducted by Bona Fide Subcontractors (£)

Section 3: Trade Activity Details

Business description

In order to ensure we provide the right cover, the business description must match the activities selected below. Failure to disclose works as an activity below may impact the cover offered. There is an 'other' option which can be used and will be reviewed by underwriters. If you are unsure, please refer to SSR.

Business Activity and Percentage of works

Activity	%	Activity	%
Security work		Cleaning work	
Fire alarms		General cleaning including industrial. Excluding domestic, offices, supermarkets, shopping centres, leisure centres, schools, universities and shops.	
Intruder alarms		Office and domestic cleaning	
CCTV/access control		Cleaning of supermarkets, shopping centres and leisure centres	
Aerials and satellites		Schools and/or University cleaning	
Portable fire extinguishers		Shop cleaning	
Fixed fire extinguishers		Window cleaning	
Grilles and/or shutters		Machinery cleaning	
Locks and/or safes		Pressure washing up to 4,000 PSI	
Nurse and/or warden call		Pressure washing above 4,000 PSI	
Guarding at building sites and car compounds		Window cleaning using rope access	
Guarding excluding building sites & car compounds		Shot or sandblasting	
Stewarding		Fire and flood restoration and/or cleaning	
Store detective work or retail security		Cleaning of hospital surgery areas, theatres and/or recovery rooms	
Operation of own central monitoring station		Collection and/or delivery of clinical waste including sharps and needles	
Central monitoring station run by third party		Crime scene clean-up	
Body guarding and close protection		Duct cleaning	
Cash carrying		General maintenance	
Door supervision		School caretaking	
Passive fire protection excluding spraying		Litter picking, car park cleaning and/or street sweeping	
Passive fire protection including spraying		Gritting and/or snow clearance	
Sprinklers and/or wet risers		Gardening	
Automist systems		Supply of cleaning equipment	
Dry risers			

Continued over >

Business Activity and Percentage of works (continued)

Activity	%
Renewable energy work	
Solar PV	
Solar thermal	
Wind energy and/or turbines	
Ground source heat pumps	
Air source heat pumps	
Underfloor heating	
Biomass	
Micro-hydro	
Micro-CHP	
Anaerobic digestion	
Rainwater harvesting	

Drain cleaning work	
Drain rodding	
Drain jetting up to 4,000 PSI	
Drain jetting above 4,000 PSI	
Pipe repair	
CCTV surveys	
Root removal	
Sewer cleaning	
Tank cleaning	
Excavation works excluding confined spaces	
Excavation works including confined spaces	
Disposal of waste or effluent	

Activity	%
Electrical and HVAC work	
Electrical contracting, emergency lighting and/or PA systems	
Ventilation, air conditioning and air-based heating	
Ventilation in commercial kitchens and restaurants	
Building management systems	
Refrigeration excluding abattoirs, cold stores, large-scale supermarkets and warehouse/storage facilities	
Refrigeration in abattoirs, cold stores, large-scale supermarkets and warehouse/storage facilities	
Plumbing and water-based heating	
Home automation and/or audio visual	
Data cabling	
Process control	
Street lighting	
Electrified fencing	
Temperature alarms	

All other facilities management work	
Consultancy	
Pest control	
Pure retail	
Supply of facilities management products	

Any other activities not specified above (please list below):	

Total:	100%
---------------	-------------

Section 4: High Risk Activities and Working Locations

Please provide a percentage for all that apply and provide the additional information as requested, or confirm 0 percentage.

Percentage of work undertaken Airside or in aircraft operation areas or hangars %

Any work within 10 metres of aircraft or in hangars which occupy aircraft at time of work **Yes** **No**

Percentage of work undertaken at height with a drop greater than 16 metres %

Maximum height worked to in metres

Access methods used (e.g., MEWPs, Ladders, Rope Access/Slings/Cradles, Scaffolding, etc)

Are all relevant persons IRATA trained for rope access methods **Yes** **No**

Are all relevant persons IPAF trained where MEWPs are used **Yes** **No**

Percentage of work undertaken at nuclear installations or establishments (other than perimeter fences or offices) %

Percentage of work undertaken which requires Personal Track Safety (PTS) or Sentinel Cards %

Percentage of work undertaken involving railway tracks, signals, rolling stock or open line working %

Percentage of work undertaken at safety critical locations in premises used for storage or processing of (petro) chemicals, gases or oils %

Percentage of work undertaken at safety critical locations of power generation facilities other than nuclear premises %

Description of work within safety critical areas or on safety critical systems of premises used for storage or processing of (petro)chemicals, gases or oils

Description of work within safety critical areas or on safety critical systems of power generation facilities

Percentage of work undertaken in environments with explosive atmospheres, or environments subject to ATEX adherence %

Percentage of cladding, roofing and/or scaffolding work (including inspection or sign off of scaffolding) undertaken OR work on high-rise premises %

Percentage of work undertaken Offshore %

Is the client transported offshore by a third-party **Yes** **No**

Estimated number of trips offshore in the next 12 months

Estimated man days offshore in the next 12 months

Maximum number of employees offshore at any one time

Maximum length of any one trip offshore (measured in days)

Locations worked offshore and details of activities undertaken

Percentage of work undertaken on ships whilst not in dock %

Percentage of work undertaken at depths greater than 3 metres %

Maximum depth worked to in metres

Percentage of work undertaken within confined spaces that fall within the Confined Space Regulations %

Percentage of work involving the use, handling, storage or transportation of any hazardous substances such as explosives, toxic or corrosive chemicals, siliceous materials, gases, isocyanates, radioactive substances or any materials which give rise to dust, fumes or vapours which are not common to the trade. %

Details of hazardous substances

Percentage of work involving the handling, storage, exposure to, or work in the vicinity of asbestos %

Details of work with or involving exposure to asbestos

Section 5: Covers Required and Associated Statements

Employers' Liability (£10,000,000 standard Limit of Indemnity, higher limits available) Yes No

Limit required £

Public & Products Liability (including Inefficacy) Limit required £

Optional PL Extensions (please refer to our Summary of Cover for details of what these extensions cover)

Asbestos buyback (work where a licence is not required or that is subject to Notifiable Non-licenced Work requirements) Yes No

Damage to that part worked upon Yes No

Fidelity bonding Yes No

Financial loss (including products) Yes No

Loss of extinguishant in fixed fire extinguishers Yes No

Loss of keys Yes No

Misuse of telephones Yes No

North America (products) Yes No

Defective Products and Workmanship (where damage or injury has occurred)	Yes	No
Use of heat (naked flame application)	Yes	No
Loss of metered water	Yes	No
Temporary removal of customers' property for cleaning or treatment	Yes	No
Trace and access	Yes	No
Use of firearms	Yes	No

Commercial All Risks

Where cover is required for more than one premises, please arrange for the supporting Commercial All Risks enquiry form (available from our website) to be completed in respect of each premises.

Risk Address

Primary use of premises
(e.g., office, warehouse, storage facility, etc)

Are external doors (including roller shutters), skylights and windows secured with appropriate locks, confirming to BS:3621 where applicable. See our security requirement standards for full information.	Yes	No
--	------------	-----------

Is the heating system fixed, and where it is not, it does not include naked flame-based heating	Yes	No
---	------------	-----------

Is the property of a standard construction (built of either brick, stone, metal or concrete with a roof made from slate, tiles, concrete or metal)	Yes	No
--	------------	-----------

Has the property ever flooded	Yes	No
-------------------------------	------------	-----------

Does the property have a history of subsidence, landslip, heave or structural movement	Yes	No
--	------------	-----------

Additional details regarding premises
security, heating, construction, flood
history or subsidence

Contents	Yes	No	Sum Insured £:
General contents (including tenant's improvements)			
Machinery			
Stock			
Stock away from the Premises			
Electronic Business Equipment			
Portable Electronic Business Equipment			
Portable Tools			

Goods In Transit

Non-Ferrous Metals

Is cover required for customer money? **Yes** **No**

Buildings **Yes** **No**

Subsidence Cover **Yes** **No**

Sum Insured £:

Buildings

Tenant's Improvements

Rent Payable **Yes** **No**

Sum Insured £:

Rent Payable (the total amount payable as per the terms and duration of your lease agreement)

Floating Contents (applicable only if the insured requires cover for multiple premises.

If so, please arrange for the supporting Commercial All Risks enquiry form, available from our website, to be completed in respect of each premises)

Sum Insured £:

Yes **No**

Business Interruption **Yes** **No**

Indemnity Period (months)

Sum Insured £:

Gross Profit

Gross Revenue

Increased Costs of Working (ICOW)

Additional Increased Costs of Working (AICOW)

Rent Receivable

Outstanding Debit Balances

A 12 month indemnity period may not be adequate to cover your business in the event of a claim, potentially leaving your business exposed. Your insurance broker will be able to discuss your requirements and advise accordingly.

Contract Works, Plant & Tools **Yes** **No**

Sum Insured £:

Contract Works Maximum Contract Value

Contracting Turnover (if different from total turnover)

Own Plant

Hired In Plant Annual Hiring Fees

Hired In Plant (maximum any one item)

Hired In Plant (maximum any one occurrence)

Tools

Professional Indemnity	Yes	No	
Limit of indemnity required			£
Basis of indemnity (aggregate or any one claim)			
Preferred level of excess			£
Are any activities undertaken or services offered in the following areas:			
Industrial or commercial biomass systems or anaerobic digestors or waste disposal plants or recycling centres	Yes	No	
Wind turbines or hydro-electric premises	Yes	No	
Ground source / air source heat pumps	Yes	No	
Sewerage or water treatment or testing	Yes	No	
Architectural services	Yes	No	
Civil or Structural engineering	Yes	No	
Chemical or Soil engineering	Yes	No	
Nuclear engineering	Yes	No	
High-Rise premises	Yes	No	
Mainframe computer suites	Yes	No	
Surveying (either land/quantity or building)	Yes	No	
Details of work at these locations:			
Turnover for all insured entities in most recent financial year (£)			£
Percentage of turnover for fees where you provide pure design, consultancy, technical, software design or other professional services only (%)			%
Percentage of turnover for works where you provide bespoke and/or turn-key solutions, or you are responsible for the full design of an entire system (%)			%
Percentage of turnover for works where you use tried and tested installation methods but are not responsible for the creation of the product installed, or you work to the designs of others (%)			%
Percentage of all other remaining turnover (%)			%
Is at least 5 years' relevant experience held by the persons carrying out, controlling or signing off the works in respect of the professional activities undertaken or does this person have suitable professional qualifications	Yes	No	
Any claims, losses or incidents, whether insured or not in respect of Professional Indemnity (if yes, please provide details under section 7 of this form)	Yes	No	
Is manufacturing work undertaken	Yes	No	
Is the Professional Indemnity Asbestos Extension required	Yes	No	

Directors' & Officers' Liability **Yes** **No**

Tick to confirm that the following statements are true:

The firm or company is not a sole trader, partnership or listed on a stock exchange

The last consolidated annual accounts had a positive net worth
(total assets exceed total liabilities)

The firm or company is able to pay its debts as they fall due

The firm or company have been trading for not less than 24 months

There are no circumstances that might reasonably be expected to give rise to any claim
against any of the Directors or Officers of the firm or company

There have been no claims against any of the Directors (including past Directors) or
Officers of the firm or company or any of its subsidiaries in the last 5 years

Other Optional Covers

Fidelity Guarantee **Yes** **No**

Legal Expenses **Yes** **No**

Personal Accident **Yes** **No**

Property Terrorism **Yes** **No**

Section 6: Previous Insurer Details

**Details of previous insurer and
target premium**

Do you currently have a policy with QBE and/or Sutton Specialist Risks? **Yes** **No**

Section 7: Claims History

If the company, any of its directors, principals, partners or senior managers have had any claims, losses or incidents that may give rise to a claim in the last five years, whether insured or not, in respect of the sections of cover requested, please provide details below.

Date of Loss	Insurance Section	Claim Description	Payment	Reserve	Open/Closed

Please send your offline enquiries to info@ssr.co.uk

If you need any assistance, please speak to our team on **0117 9 300 100**.