

# **Community & Social Organisations Block Policy Renewal Form**

This form has been specifically prepared for

## Newcastle Community Associations (Block Scheme)

for the renewal of insurance covers for the period

10/03/2016 - 09/03/2017

Please Return This Form To	Annette Vacquier	By The Agreed Date Or By	19 February
Name of Group			

### Activities of the Organisation

Please provide full details of your organisation's activities. This should include specific details such as the types of groups or individuals with whom you are working; whether your activities are carried out locally, regionally or nationally; whether you conduct any activities abroad; whether your activities involve contact with children and to what degree, etc

# **GENERAL DETAILS**

### <u>Personnel</u>

Please include all allowances paid to work experience or other trainees and to staff supplied to you or borrowed under the terms of a written agreement. The wages/salaries figures supplied should exclude Employers National Insurance & Pensions contributions.

Category	Numbers of Employees	Numbers of Volunteers	Estimated Wages & Salaries for any paid employees
Manual workers			£
Clerical workers			£
Directors/Committee Members			£
Total			£

## Annual Turnover

Estimated gross annual income/turnover for forthcoming year	£	

#### **Risk Assessment**

Can you confirm that all activites are risk assessed, documented in a written	YES / NO
report and that all action points and requirements are carried out.	TES / NO

If you are unable to confirm, please note below what measures are taken in order to ensure that activities are controlled and supervised

# PUBLIC AND PRODUCTS LIABILITY

Required Limit of Indemnity?

£5,000,000

If you manufacture or sell any products please provide details of what these are below, and whether you have any customers overseas

#### **EMPLOYERS LIABILITY**

Do you require this cover?	YES/ NO
Are you PAYE exempt?	YES/ NO *
* If No, please provide your PAYE / ERN reference	/

### EMPLOYEE DISHONESTY

Limit Of Indemnity	£2,000
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#### HIRERS LIABILITY

Do you require this cover?	YES / NO
Please provide an estimate of the annual income generated from hire of the premises	£

#### MONEY

Do you require this cover?	YES / NO
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#### **PROTECTION OF CHILDREN / VULNERABLE ADULTS**

Does your organisation undertake any activities which involve prolonged contact with children and/or vulnerable adults	YES / NO
If Yes, please complete the attached questionairre	

#### **CLAIMS INFORMATION**

Please provide details of any:-

a) claims you have made under this policy in the last 3 years

b) any previous policies with other insurers in the last 3 years which relate to covers available under this policy

c) any losses which were incurred which relate to covers available under this policy from which a claim did not arise

#### FURTHER INFORMATION

Please use this space to tell us any other information.

Please include any information which you think may be relevant. Examples of things underwriters would find useful would be risk management initiatives undertaken within the past 12 months and the effects they have had, forthcoming changes within the organisation (i.e. mergers, reorganisations, etc).

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