

You must read this statement of fact carefully and check that all of the information is true, complete and accurate. Please note that some of the information may have been assumed by us.

If any of the information in the statement of fact is not true, complete and accurate, you must let us know before cover starts. You must also let us know if, after cover has started, any of the information is or is likely to become no longer true, accurate and complete. In each case, we will let you know whether it affects the terms of cover.

You must also let us know if at any point you exceed, or are likely to exceed, any of the maximum allowable amounts shown below.

Provided the information is, and remains, true, complete and accurate, and you do not exceed any of the maximum allowable amounts, we do not require you to provide any additional information.

If any of the information is not, or no longer remains, true, accurate and complete and you do not tell us; it could affect the validity of the policy or our ability to pay a claim.

Type of organisation	Declared population
Local council	Up to 1000

### Your council: Babraham Parish Council

We asked you	You answered
Please read the following statements and confirm they are correct, if the answer to any is 'Yes', please provide further details on the last page.	
1. Are you involved in any of the following? <ul style="list-style-type: none"> <li>environmental campaigning or lobbying</li> <li>homelessness or refugees</li> <li>human rights or the prevention of cruelty or abuse</li> <li>international or overseas aid</li> <li>mental or sexual health.</li> </ul>	No
2. Are any of your premises occupied as – <ul style="list-style-type: none"> <li>retail location or warehouse</li> <li>drop-in centre, care home or hospice</li> <li>animal shelter</li> <li>residential drug or alcohol facility.</li> </ul>	No
3. Have you or any of your trustees or committee members ever been made bankrupt or insolvent either in a personal capacity or in connection with an organisation?	No
4. Have you had any claims within the last five years? (If Yes, please provide claims experience)	No
5. Are you aware of any fact, circumstance or incident that may give rise to a loss or claim?	No

### Your property

Please read the following statements and confirm they are correct, if the answer to any is 'No', please provide further details on the last page.	
6. All of the buildings to be insured are of standard construction with <25% flat roof. (i.e. constructed with external walls of brick, stone or concrete with a pitched roof of slate, tiles or profile metal)	Yes
7. The electrical installation at each premises is inspected at least every five years by a qualified electrician and all defects remedied accordingly.	Yes
8. A fire risk assessment has been undertaken for each premises.	Yes
9. All lifts, boilers, steam and pressure vessels at each premises inspected and approved to comply with all statutory requirements.	Yes
10. Your premises are never unoccupied for a period exceeding 45 consecutive days.	Yes

11. There have been no claims for flood and none of the premises have a history of flooding.	Yes
12. There have been no claims for subsidence heave or landslip and none of the buildings have been underpinned.	Yes
13. You are not responsible for any zip wires, flying foxes or other play equipment that exceeds 4m in height.	Yes
14. You back up all electronic files on your system at least weekly and store these off site.	Yes

### Your activities

Please read the following questions and confirm the answers are correct, if the answer to any is 'Yes', please provide further details on the last page.	
<p>15. Do you undertake or organise any activity or fund raising event which involves any of the following:</p> <ul style="list-style-type: none"> <li>• any mechanically driven ride or any activity at a speed exceeding 10 mph</li> <li>• any nursing or the provision of care for persons with mental disabilities or criminal histories</li> <li>• any heavy manual work, such as construction, demolition or ground works (this does not include general household gardening and property maintenance)</li> <li>• any activity in or on water, underground or which take place more than five metres above the ground</li> <li>• any winter sport, including skiing, ski jumping, ice skating and the use of any bobsleigh or skeleton</li> <li>• potholing, caving, mountaineering, rock-climbing, bungee jumping or any activity that requires the use of any rope or guide</li> <li>• horse riding or any other equestrian activity</li> <li>• gymnastics, trampolining or the use of any inflatable play equipment including bouncy castles</li> <li>• the use of any pyrotechnics or black powder for which a license is required</li> <li>• the use of any airborne lantern, sky lantern, sky candle or wish lantern</li> <li>• the use of any weapon</li> </ul> <p>any kind of race:</p> <ul style="list-style-type: none"> <li>• held on the public highway or where the public highway needs to be closed or crossed</li> <li>• which involves more than 250 participants</li> <li>• held over a distance which exceeds 10,000 metres</li> <li>• which involves crossing water</li> <li>• which involves children under the age of sixteen</li> <li>• which involves the use of bicycle where the route is close to water or the public highway</li> <li>• fell running or any kind of endurance test, strength test, assault or obstacle course, or any activity which is known to carry an increased risk of personal injury including any marathon, biathlon, triathlon, iron man or weightlifting competition, mountain bike race or commando challenge</li> <li>• any contact sport or professional sport of any kind.</li> </ul>	No

16. Do you undertake or supervise any work in any of the following locations: <ul style="list-style-type: none"> <li>• trackside or airside</li> <li>• docks or harbours</li> <li>• quarries, mines or collieries</li> <li>• chemical or petrochemical works or oil refineries</li> <li>• gas works, fuel storage facilities or blast furnaces</li> <li>• power stations or nuclear plant</li> <li>• bridges, viaducts, tunnels or dams.</li> </ul>	No
17. Do you operate a website where financial transactions can be made?	No
18. Do you undertake any activities that require a DBS check?	No

### Your management

Please read the following questions and confirm the answers are correct, if the answer to any is 'No', please provide further details on the last page.	
19. Have your annual accounts been qualified?	Yes
20. Does your council have a positive net worth?	Yes
21. Do you comply with all relevant health and safety legislation and have you reviewed and updated your health and safety policies within the last 12 months?	Yes
22. Please confirm you have not committed any offence under any health and safety legislation nor had any health and safety notice issued?	Yes
23. Are dual controls in place so that at least two people are required to process financial transactions and to disburse assets for amounts in excess of £2,500	Yes
24. Your organisation does not provide professional, financial, legal or medicate advice; or certification or regulation services?	Yes
25. Are all disciplinary actions, dismissals and redundancies subject to prior review and approval by a suitably qualified professional?	Yes
26. Have current employment, disciplinary and grievance policies been communicated to all employees?	Yes

### Additional information

Please note – you only need to complete the below if you have changed any of the answers above.

<b>Your organisation</b>	
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**Local council insurance portfolio**  
Statement of fact

<b>Your property</b>	
<b>Your activities</b>	
<b>Your management</b>	