


# Works-In-Progress Questionnaire – Academies

 Please use this checklist when appointing contractors for any building or repair/maintenance works on your premises.  
Should notification to Zurich be required, please submit this form to your usual Zurich contact, it should in most cases contain all pertinent information.

## Contract

Employer Name

School address where work is being carried out

Location of works at the premises (i.e. Science Block)

Sums insured of the building

Period of Work From  To

Contract Value

Does the contract require the employer to arrange insurance of the existing building in the joint names of the contractor? ☐ Yes ☐ No

If not, can you confirm if you have signed a contract that waives your subrogation rights? ☐ Yes ☐ No

Description of the works being undertaken

## Contractor Details

Name of contractor

Contractors Public Liability Insurance Limit

Public Liability insurance provider

Are they a member of any of the trade associations (NFRC, Competent Roofer, APHC) or Local Authority approved contractor? ☐ Yes ☐ No

## Risk Insights

What is the construction of the new building works (if relevant)?

What is the construction of the existing structures?

Is this a Listed building and/or in a Conservation area?

☐ Yes ☐ No

If yes, please provide details e.g. Grade II Listed

Please outline level of site security during the contract

### Hot Work activity

(Hot Works can be operations involving flame, hot-air or arc-welding and cutting equipment, brazing and soldering equipment, blowlamps, bitumen boilers and other equipment producing heat or having naked flames and can arise when replacing flat felt roofs or copper pipework as two examples).

Are Hot Works included?

☐ Yes ☐ No

If yes, have you notified Zurich?

☐ Yes ☐ No

If yes, are Hot Works essential? Are there any other alternative methods that can be used instead, i.e. "cold works"?

☐ Yes ☐ No

Have you established whether your contractor's Public Liability Insurance contains any conditions regarding working practices, specifically those practices involving the use of heat? If conditions do apply these should be understood and checks made to ensure they are complied with.

☐ Yes ☐ No

Confirm there is a Hot Works Permit system in operation and will be used for ALL heat work – regardless of size (note this is also likely to be a requirement of the contractor's liability insurance).

☐ Yes ☐ No

Confirm there is an established programme of periodic spot checks to ensure that the controls laid out under the Hot Work Permit system are being adhered to at all times. This is even more important if any sub-contractors have been appointed.

☐ Yes ☐ No

Provide full details of hot works that are to be conducted e.g. Copper pipe connection with solder (x2) using blow lamp.

In the event that any works being undertaken involves the application of heat by means of electric oxyacetylene or other welding or cutting equipment or angle grinders, blow lamps, blow torches, hot air guns or hot air strippers 'Hot Works' then you should instruct your contractor (and/or their sub-contractors) to abide with the following precautions:

- the area in the immediate vicinity of the hot work (in the case of work carried out on one side of a wall or partition including the opposite side of the wall or partition) must be cleared of all loose combustible material and all other combustible material must be covered by sand or overlapping sheets or screens of non-combustible material
- at least 2 adequate and appropriate portable fire extinguishers in proper working order must be kept in the immediate area of the work being undertaken and used immediately smoke or smouldering or flames are detected
- a fire safety check of the working area must be made approximately 60 minutes after the completion of each period of work and immediate steps taken to extinguish any smouldering or flames discovered
- blow lamps and blow torches must be filled in the open and must not be lit until immediately before use and must be extinguished immediately after use
- a person must be appointed to act as an observer to watch for signs of smoke or smouldering or flames (not applicable to the application of heat by means of blow lamps, blow torches, hot air guns or hot air strippers)
- heating by use of asphalt, bitumen, tar, pitch or lead heaters must be carried out in the open in a vessel designed for the purpose and if carried out on a roof the vessel must be placed on a non-combustible heat insulating base.

If you become aware that these precautions are not being adhered to you must instruct your contractor to cease work until they are put in place.

## Data Protection Statement

Zurich takes the privacy and security of your personal information seriously. We collect, use and share your personal information so that we can provide policies and services that meet your insurance needs, in accordance with applicable data protection laws.

The type of personal information we will collect includes: basic personal information (i.e. name, address and date of birth), occupation and financial details, health and family information, claims and convictions information and where you have requested other individuals be included in the arrangement, personal information about those individuals.

We and our selected third parties will only collect and use personal information (i) where the processing is necessary in connection with providing a quotation and/or contract of insurance; (ii) to meet our legal or regulatory obligations; (iii) where you have provided the appropriate consent; (iv) for our 'legitimate interests'.

It is in our legitimate interests to collect personal information as it provides us with the information that we need to provide our services more effectively including providing information about our products and services. We will always ensure that we keep the amount of information collected and the extent of any processing to the absolute minimum to meet this legitimate interest.

A full copy of our data protection statement can be viewed via [www.zurich.co.uk/dataprotection](http://www.zurich.co.uk/dataprotection)

### How you can contact us

If you have any questions or queries about how we use your data, or require a paper copy of the statement, you can contact us via [gbz.general.data.protection@uk.zurich.com](mailto:gbz.general.data.protection@uk.zurich.com) or alternatively contact our Data Protection Officer at Zurich Insurance, Unity Place, 1 Carfax Close, Swindon, SN11AP.

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