



**PUBLIC LIABILITY INSURANCE
& RISK ASSESSMENTS 2024-5**

 TEAMWORKS

Our Ref: TEAMKAR-02

Date: 15th August 2024

TO WHOM IT MAY CONCERN

Dear Sirs

INSURED – Teamworks Karting Holdings Limited

We have been asked to provide details of our clients insurances in respect of the **Employers Liability, Public Liability/Products Liability Insurance covers**. The details of these are as follows:-

Employers Liability Insurance

Insurer:	Convex Insurance UK Limited
Policy Number:	AD457S22A000
Limit of Indemnity:	£10,000,000 any one incident

Public/Products Liability Insurance

Insurer:	Convex Insurance UK Limited
Policy Number:	AD457S22B000
Limit of Indemnity:	
a) Public Liability	£5,000,000 any one incident
b) Products Liability	£5,000,000 any one period of insurance
Cover includes Indemnity to Principals	

We confirm that all policies are renewable on 16th August 2025.

Cover is subject to the insurer's terms, conditions, exclusions and cancellation provisions.

The information contained in this letter is based on the cover in place at the time of writing. Changes to cover may have been made during the policy period of cover.

The renewal date shown represents the renewal date at the time of writing and in certain circumstances cancellation may occur before this date. This document is provided for information only. It does not alter, amend or extend the cover provided by the insurance policy.

We trust you find the above to be in order, however, should you have any further queries please do not hesitate to contact us.

Yours faithfully




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Senior Broker



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Teamworks Letchworth Risk Assessment: 01 Public Areas

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
4	Risk of being hit by moving Kart.	All persons on site.	Designated spectator area behind safety barriers and fencing. Warning, no entry signs and motor sport is dangerous signs	Daily checks of barrier system for damage and general wear and tear.	Ian Seager	15-Aug-24	M	M	L	L
5	Trapped fingers in Doors and doorways	All persons on site.	Damped and delayed action door return brackets fitted on public access doors.	Daily check by duty manager for wear and tear.	Ian Seager	15-Aug-24	L	L	L	L
199	Steps up to spectator Area	All Customers and staff	Non-slip treads, signage and adequate lighting	Continual monitoring	Ian Seager	15-Aug-24	M	L	L	L
200	Steps from spectator Area to suit room	All Customers and staff	Non-slip treads, signage and adequate lighting	Continual monitoring	Ian Seager	15-Aug-24	M	L	L	L
201	Glass wall in spectator area	All customers	Approved safety glass in professionally fitted structure	Continual monitoring	Ian Seager	15-Aug-24	L	L	L	L

Teamworks Letchworth Risk Assessment: 02 Karting

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
11	Risk of driving accidents due to driver inexperience	Customers	Minimum age 8	Continual monitoring by Race Director	Ian Seager	15-Aug-24	H	M	L	L
12	Risk of driving accidents due to driver inexperience	Customers	All drivers under 16 signed for by guardian	Continual monitoring by Race Director	Ian Seager	15-Aug-24	H	M	L	L
13	Risk of driving accidents due to driver inexperience	Customers	All drivers given safety briefing in accordance with NKA and HSE guidelines	Continual monitoring by Race Director	Ian Seager	15-Aug-24	H	M	L	L
14	Risk of driving accidents due to driver inexperience	Customers	All drivers continually supervised by trained staff	Continual monitoring by Race Director	Ian Seager	15-Aug-24	H	M	L	L
16	Risk of driving accidents due to driver inexperience	Customers	Full flag and warning lights system used as appropriate to slow karts and warn drivers of incidents	Continual monitoring by Race Director	Ian Seager	15-Aug-24	H	M	L	L
17	Risk of driving accidents due to driver inexperience	Customers	Driver to be sat firmly within the seat and RD satisfied that the driver can operate all the controls without restriction	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	H	M	L	L
18	Risk of collision with the track barriers	Customers	Track designed by NKA Race Director to minimise accident areas	Annual design review	Ian Seager	15-Aug-24	H	M	L	M
19	Risk of collision with the track barriers	Customers	Track constructed to the approved NKA standards using impact absorption barriers.	Annual design review	Ian Seager	15-Aug-24	H	M	L	M
20	Risk of collision with the track barriers	Customers	Track designed to slow karts on impact and not pull you into the barrier	Annual Design review	Ian Seager	15-Aug-24	H	M	L	M
21	Risk of collision with other karts	Customers	All drivers to receive an NKA and HSE approved briefing on safe operation and track behaviour	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	H	L	L	L
22	Risk of collision with other karts	Customers	Session to be monitored and regulated by fully trained staff	Continual training programme for all track crew	Ian Seager	15-Aug-24	H	L	L	L

Teamworks Letchworth Risk Assessment: 02 Karting

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
23	Driver in contact with objects outside their kart	Customers	Full Kart wraparound bumpers fitted to all karts to keep driver as far away from external objects as possible	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	H	L	L	L
24	Driver in contact with objects outside their kart	Customers	Track fully compliant to NKA standards. Any pillar facings within 1m of the track face are padded to a height of 1.5m with material which will help absorb an impact and protect the driver from hitting any sharp edges.	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	H	L	L	L
25	Driver in contact with objects outside their kart	Customers	All drivers wear full face race helmets, gloves and full cover footwear.	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	H	L	L	L
26	Driver in contact with kart mechanicals	Customers	All moving parts covered with safety guards.	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	M	M	L	L
29	Driver in contact with kart mechanicals	Customers	Drivers wear race suits to restrict any loose clothing	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	M	L	L
30	Driver in contact with kart mechanicals	Customers	Drivers with long hair must tuck it into their suits	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	M	L	L
31	Accident caused by kart breakdown	Customers	Karts are given a basic daily inspection by trained staff to ensure safe operation	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	L	L	L
32	Accident caused by kart breakdown	Customers	Karts are given a full periodic service by a qualified kart mechanic. Maintenance records are kept, and manufacturer's maintenance guidelines followed.	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	L	L	L

Teamworks Letchworth Risk Assessment: 02 Karting

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
113	Dirt or Debris getting into the eyes of a driver	Possible injury to kart Drivers and marshals.	The circuit is to be inspected daily, all loose objects and stones to be swept up. All driver to wear full face helmets with visors.	Constant follow up by RD & CM	Ian Seager	15-Aug-24	L	L	L	L
8	Risk of driving accidents due to driver inexperience	Customers	Minimum Height of 140cm for adult karts and 125cm for Junior Karts	Continual monitoring by Race Director	Ian Seager	15-Aug-24	H	M	L	L
15	Risk of driving accidents due to driver inexperience	Customers	All karts fitted with remote speed controllers and shutdown transponders	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	H	M	L	L
28	Driver in contact with kart mechanicals	Customers	Batteries completely covered in impact resistant side pods	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	M	M	L	L
120	Risk of driving accidents due to driver inexperience	Customers	Driver under 10 are not provisioned with top power settings on speed controller if forced to use adult kart due to size	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	H	M	L	L

Teamworks Letchworth Risk Assessment: 03 Marshall

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
51	High risk of being hit by moving karts	All Marshals	Thorough training in all aspects of marshalling. Radio communication between all staff during an event. Correct use of coloured warning flags and high visibility staff clothing.	Constant follow up and training by Race Director and Circuit Manager	Ian Seager	15-Aug-24	H	M	L	L
54	Risk of falling / tripping over barriers	All staff working on track	Staff trained in how to step over barrier not jump and to help and guide customers using support if necessary.	Constant follow up by Race director in post race de-briefings.	Ian Seager	15-Aug-24	L	L	L	L
56	Danger to expectant mothers	Expectant Mothers employed as marshals and customers racing	Disclaimer signed by drivers prohibits taking part in any driving. Staff to inform management immediately they are aware of their condition. Staff to immediately refrain from driving and shall not work track or pit marshal positions.	Constant on job training and follow up by circuit manager.	Ian Seager	15-Aug-24	L	L	L	L
57	Danger while operating karts	All marshals and staff	No kart to be driven outside the pit area without a helmet being worn.	Constant on job training and follow up by circuit manager	Ian Seager	15-Aug-24	M	H	L	L
58	Poor risk judgements	Young Person employed as marshals	Shall not drive the karts unsupervised on track at any time	Constant on job training and follow up by circuit manager	Ian Seager	15-Aug-24	M	L	L	L
53	High risk of being hit by moving karts	All Marshals	Use of remote speed controller to restrict kart speeds during incidents		Ian Seager	15-Aug-24	H	M	L	L

Teamworks Letchworth Risk Assessment: 04 Pit Lane

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
59	High risk of being hit by moving karts	All persons in pit area	Comprehensive barrier system. Chicane type entrance to pit lane. Correct training in how to marshal pit lane	Constant follow up during events and post race debriefing by Race Director. Constant follow up by circuit manager.	Ian Seager	15-Aug-24	H	L	L	L
61	High risk of being hit by moving karts	All persons in pit area	Speed restrictors fitted to karts	Constant follow up during events and post race debriefing by Race Director. Constant follow up by circuit manager.	Ian Seager	15-Aug-24	H	L	L	L
65	Electrical fire	All persons on site	Fire extinguishers and emergency break points. Training in all aspects of electric kart management safety.	Constant follow up during events and post race debriefing by Race Director. Constant follow up by circuit manager	Ian Seager	15-Aug-24	L	M	L	L
68	Battery leakage	All persons in pit lane	Use of sealed Li-ion batteries. Correct fitting of batteries in impact protection area on kart.	Training for all new track staff and mechanics. Continual follow up by circuit manager/head mechanic.	Ian Seager	15-Aug-24	L	L	L	L

Teamworks Letchworth Risk Assessment: 05 Workshop

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
62	Risk of injury whilst using tools and moving parts on karts.	Mechanics	Trained in the use of all relevant tools and safety equipment.	Constant on job training and follow up by circuit manager.	Ian Seager	15-Aug-24	L	L	L	L
69	Electrocution from equipment	Mechanic	Training in correct use of all equipment.	Continuous follow up	Ian Seager	15-Aug-24	L	H	L	H
70	Burns from electric fan and halogen heaters	Mechanic	Training in correct use of all equipment.	Continuous follow up	Ian Seager	15-Aug-24	L	M	L	L
71	Contact With Oils: Risk of Dermatitis and skin cancer	Mechanic	Very little use of oil products. Nitrile gloves EN 374 standard supplied and used. Overalls supplied, hand soap and towels provided	Continuous follow up and training.	Ian Seager	15-Aug-24	L	L	L	L
72	Mechanical Equipment Moving Parts	Mechanic	All mechanical equipment check monthly by the mechanic. Defect products reported to the manager. Equipment not to be left running unattended, safety equipment and signage in place	Continuous follow up and training.	Ian Seager	15-Aug-24	L	L	L	L
73	Compressed Air	Mechanic	Compressor used for inflating tyres only. Compressor to be replaced every 12 months.	Continuous follow up and training.	Ian Seager	15-Aug-24	L	L	L	L
74	Lubricants & hazardous Materials	Mechanic	COSHH assessment carried out. All hazardous products to be stored in a locked container. Signage and data sheets displayed.	Continuous follow up and training.	Ian Seager	15-Aug-24	L	L	L	L
75	Manual Handling	Mechanic	Mechanics receive manual handling training.	Continuous follow up and training.	Ian Seager	15-Aug-24	L	M	L	L
76	Public Access	Mechanic	No public access to workshop.	Continuous follow up and training.	Ian Seager	15-Aug-24	L	M	L	L

Teamworks Letchworth Risk Assessment: 05 Workshop

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
193	Risk to health from fumes	Staff	Staff carrying out welding/cutting must carry out the task in a well ventilated area (preferably the main warehouse area) and wear a suitable PPE mask at all times.	Continuous monitoring	Ian Seager	15-Aug-24	L	M	L	L
66	Risk of injury whilst using tools and moving parts on karts.	Mechanics	Electric circuit broken on kart before any maintenance plus rear wheels of kart raised off ground.	Constant on job training and follow up by circuit manager.	Ian Seager	15-Aug-24	L	M	L	L

Teamworks Letchworth Risk Assessment: 06 Café

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
77	Burns from, steam and other equipment	Coffee shop staff	First aid kit in Café. Training in correct use of all equipment and procedures to follow if burnt.	Constant follow up and training by circuit manager.	Ian Seager	15-Aug-24	L	L	L	L
78	Electrocution from equipment	Coffee shop staff	Training in correct use of all equipment.	Constant follow up by circuit manager.	Ian Seager	15-Aug-24	L	L	L	L
79	Electrical fire	All persons on site	Extinguisher in coffee shop. Training in correct use of all equipment.	Constant follow up and training by circuit manager.	Ian Seager	15-Aug-24	L	L	L	L
80	Broken glass from bottles and glasses	All bar staff	Correct training in the handling and disposal of broken glass.	Constant follow up and training by circuit manager	Ian Seager	15-Aug-24	L	L	L	L
81	Electrocution from equipment	All staff working in cafe area.	Training in the correct use of all equipment and the storage of liquids.	Constant follow up by circuit manager	Ian Seager	15-Aug-24	L	L	L	L
82	Trip hazard from tables and chairs	All staff and visitors	Main walkway through Cafe areas to be kept clear by staff, and checked.	Constant follow up by circuit manager	Ian Seager	15-Aug-24	L	L	L	L
192	Risk to health from food sources	All Customers	Food Management regime in place. Allergen information and warnings displayed. Café staff trained in Food Hygiene and hold current certificate.	Continuous monitoring	Ian Seager	15-Aug-24	L	M	L	L

Teamworks Letchworth Risk Assessment: 07 General Health

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
87	Working at height	All staff	No member of staff required or permitted to work above floor level without supervision. Use of ladders or scaffold towers only by or under the supervision of trained staff. Minimum of 2 persons at all times using ladders or scaffold towers.	Continuous monitoring.	Ian Seager	15-Aug-24	L	M	L	L
88	Person encountering health difficulties	All customers and staff	Trained first-aider onsite whenever karting is in operation. Adequate first aid kit available for use at all times.	Continuous follow up	Ian Seager	15-Aug-24	L	L	L	L
89	Person in contact with hazardous material	All staff	General commercial cleaning products used. CoSHH procedures followed.	Continuous follow up	Ian Seager	15-Aug-24	L	L	L	L
90	Staff having skin or dermatitis issues	All staff	Nitrile gloves provided to workshop staff. Approved hand cleaner provided and used in accordance with the manufactures instructions	Continuous follow up	Ian Seager	15-Aug-24	L	L	L	L
181	Pest infestation may cause nuisance or spread disease/infection	All customers and staff	Regular inspecion of likely pest sites. Commercial baiting and control measures if required. All food waste removed from public areas. All waste removed regularily from site.	Continuous follow up	Ian Seager	15-Aug-24	L	L	L	L
203	General slips, trips, falls	All customers and staff	Daily inspections for wear/tear of all flooring. Continual monitoring for spills and trip hazards.	Continual monitoring	Ian Seager	15-Aug-24	L	L	L	L

Teamworks Letchworth Risk Assessment: 08 Fire

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
43	Electrical Fires	All persons on site.	Installation by certified electricians	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	M	L	M
44	Electrical Fires	All persons on site.	Correct training in use of equipment	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	M	L	M
45	Electrical Fires	All persons on site.	Fire extinguishers and emergency break points	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	M	L	M
46	Electrical Fires	All persons on site.	Regular maintenance checks and PAT testing for portable equipment	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	M	L	M
47	Electric patio style heaters in spectator areas	All persons on site.	Heaters mounted above normal reach height. Heaters operated on automatic timers. Use supervised by track crew	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	M	L	M
48	Risks associated with welding	All persons on site.	Welding only to be carried out by designated workshop trained personnel. Or external contractors who have signed the appropriate risk assessments	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	M	L	M
49	Risks associated with welding	All persons on site.	Welding to be carried out only when two people are present so that a permanent fire watch can be kept	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	M	L	M
50	Risks associated with welding	All persons on site.	No hot work to be carried out in the last hour of workshop hours	Continual monitoring by Circuit Manager	Ian Seager	15-Aug-24	L	M	L	M
36	Kart Fire - Electrical	Customers and track staff	Correct training in use of charging equipment	Daily inspection	Ian Seager	15-Aug-24	L	L	L	L
37	Kart Fire - Electrical	Customers and track staff	Regular checks of all electrical connections.	Daily inspection	Ian Seager	15-Aug-24	L	L	L	L
38	Kart Fire - Electrical	Customers and track staff	Regular cleaning and maintenance of all contacts.	Daily inspection	Ian Seager	15-Aug-24	L	L	L	L

Teamworks Letchworth Risk Assessment: 09 Car Park

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
107	Collisions between vehicles and other vehicles or pedestrians	All persons entering and exiting site.	Marked parking bays. Drives and ramps kept clear of obstructions.	Daily checks to ensure vehicles park in marked bays.	Ian Seager	15-Aug-24	L	L	L	L
187	Risk of injury when patrolling/cleaning car park	All Staff	PPE to be used when clearing or litter picking car park areas. Staff instructed on likely bio-hazards.	Continuous follow up	Ian Seager	15-Aug-24				

Teamworks Letchworth Risk Assessment: 11 Laser

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
98	Customers unprepared for the arena and/or encountering issues	All customers	Full video briefing to explain the game process and rules (No running, No climbing, No physical contact). Conduct of players monitored by CCTV or in person during the game. Players entering/leaving audited to ensure no one is left in the arena at gam	Continuous briefings	Ian Seager	15-Aug-24	L	L	L	L
99	General trips and falls	All customers and staff	Uneven surfaces marked where appropriate with floor tape, paint and additional lighting. Customers briefed that no running or climbing is allowed. Walkway ramps in good order. Walkway railings in good order.	Continuous follow up	Ian Seager	15-Aug-24	L	L	L	L
100	People bumping into items in the arena	All customers and staff	Where appropriate, edges are marked with luminous and high visibility paint and tapes.	Weekly inspection of arena	Ian Seager	15-Aug-24	L	L	L	L
101	People bumping into other people	All customers	Customers briefed that running and physical contact is not permitted.	Continuous monitoring	Ian Seager	15-Aug-24	L	L	L	L

Teamworks Letchworth Risk Assessment: 11 Laser

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
102	People hurting themselves with the equipment	All customers	Fully compliant equipment from a leading supplier is used. Daily inspection of equipment for faults and removed from service as necessary. Laser gun requires two hands to operate which reduces risk of its use hurting any nearby players.	Continuous follow up	Ian Seager	15-Aug-24	L	L	L	L
103	Lighting may affect some players	All customers	Flashing and strobe lighting to be restricted and attuned to comply with minimum epileptic risk levels. Epilepsy warning during booking and video briefing.	Continuous follow up	Ian Seager	15-Aug-24	L	L	L	L
104	Risk of fire in the arena	All customers and staff	Fully compliant electrical installation. Adequate and suitable fire extinguishers in place at arena exits. Adequate fire exits with compliant signage and emergency lighting. Log of arena players to ensure a full evacuation.	Weekly inspection for evidence of physical damage/wear.	Ian Seager	15-Aug-24	L	L	L	L

Teamworks Letchworth Risk Assessment: 12 Simulators

ID	Hazard	Who Is At Risk	Controls	Further Actions	Reviewed By	Last Review	Before Control		After Controls	
							Risk	Severity	Risk	Severity
195	General trips and falls	All customers	Walkways kept clear, house lights available for visually impaired	Continual monitoring	Ian Seager	15-Aug-24	L	L	L	L
196	People hurting themselves with the equipment	All customers	Fully compliant consumer standard equipment from leading suppliers used.	Continual monitoring	Ian Seager	15-Aug-24	L	L	L	L
197	Risk of fire in the arena	All customers	Fully compliant electrical installation, with daily inspection for wear and tear	Continual monitoring	Ian Seager	15-Aug-24	L	M	L	L
202	Glass wall in simulator suite	All customers	Approved safety glass in professionally fitted structure	Continual monitoring	Ian Seager	15-Aug-24	L	L	L	L