

IN THE EVENT OF A CLAIM

You must report every claim and any incident that is likely to give rise to a claim in the future. Please contact Sutton Winson's Claims Notification Line on 0345 604 9752.

INCIDENT NOTIFICATION GUIDELINES

It is important that all incident that may give rise to a claim are reported to us as soon as possible after the event. This will enable insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind. This will also ensure that you are complying fully with your policy terms and conditions.

In order to achieve this, we ask that you notify us immediately of any incident that involves:-

- a fatal accident
- an injury involving either referral to or actual hospital treatment
- any allegations of libel/slander
- any allegations of professional negligence i.e. arising out of tuition, coaching or advice given
- any investigation under any legislation connected with your bowls club
- any circumstance involving damage to third party property.

An injury is defined as:-

- any head injury that requires medical treatment (by a doctor or hospital)
- any fracture other than to fingers, thumbs or toes
- any amputation, dislocation of the shoulder, hip, knee or spine
- loss of sight (whether temporary or permanent)
- any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, head induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia or be exposure to a harmful substance or biological agent.

Please note the above list is not exhaustive. If you are unsure as to whether an incident should be reported, please do not hesitate to contact Sutton Winson on 0845 688 9088 for further advice.

We would like to remind you that in NO circumstances should you admit liability or agree to pay for any damage caused as this may prejudice the position of insurers and could result in the withdrawal of any indemnity.

Finally, please note that this is a Liability Policy where insurers decide if negligence attaches to you. Therefore any payments you make to any third parties will not necessarily be reimbursed.

INCIDENT REPORTING GUIDELINES

We would recommend that a designated person within your organisation is made responsible to record any reportable accident. Records must be kept for at least 3 years. Names and addresses of any possible witnesses should also be recorded.

Current legislation does not specify the format of an accident register but the Accident Book B1 510 obtainable from HMSO is frequently used and is approved by the Information Commissioner for D&A Compliance.

The register must contain the following information relating to all reportable accidents or dangerous occurrences:

- date and time of accident
- regarding a person at work - full name; occupation; nature of injury; age
- regarding a person not at work - full name; status(e.g. customer); nature of injury; age
- place where accident occurred
- a brief description of the circumstances
- method by which the event was reported.

REPORTING INCIDENT TO HEALTH & SAFETY EXECUTIVE

You may also have obligations under the RIDDOR regulations to report incidents to the HSE. For further information log onto the HSE website www.hse.gov.uk/riddor