

Policy P06 – Insurance

EngSoc, as a result of its relationship with the Students' Union, is covered by the Students' Union's Public Liability Insurance for some of its activities, as defined by yellow highlighting in the Finance Manual (overleaf).

EngSoc reserves the right for its Health and Safety Officers to require members to purchase Travel Insurance before embarking on any trips abroad.

Whilst the Society makes every effort to ensure its activities are as safe and healthy as possible (see Policy P05 and the associate Code), all other activities are undertaken at members' own risk.

FINANCE MANUAL

Section 5 - Insurance

5.1 Aims:

5.1.1 To ensure that:

There is a clear policy on which items are to be covered by insurance, and the appropriate amounts.

All statutory insurances are in place at all times.

Accurate information is provided to insurers as required.

Procedures exist to ensure adequate insurance is in place for all students using SUSU facilities – both premises and vehicles.

Competitive prices are obtained for all insurance

Consideration is given to the value for money of carrying different levels of excess or of self insuring for certain items

5.1.2 The Union pays adequate attention to issues of security for both people and assets, so as to minimise the likelihood of insurance claims, leading to increased premiums. The union maintains a risk register which is frequently reviewed by the board of trustees.

5.1.3 Each Union department is responsible for maintaining risk assessments and method statements, whenever an incident arises, the existing RA and MS covering the incident should be made available to the responsible senior leader for review. Amendments to RA and MS must be communicated to all relevant staff immediately.

5.1.4 The Union will nominate a responsible person, that person will be responsible for implementing the H&S policies of the Union on behalf of the trustees.

5.1.5 As part of the year end routine, the head of Finance will inform the Insurance broker of any amendments to the cover required in relation to the trading performance of the Union. This will include payroll information, turnover and stock valuations.

5.2 Brokers

5.2.1 The Union purchases insurance cover through brokers. Current SUSU's brokers are Endsleigh Business Insurance Services and CCV.

Value of items covered £1,790,000.
Value of stock is increased by 25% during term time.
Where theft has taken place within the building but not through forcible entry, the excess is increased to £500.
Sites covered :- Highfield buildings 40 / 42, WSA, NOC, All Halls bars / JCR's.

5.4.3 All Risks

This covers the same items as above but covers anywhere worldwide, and in transit. Hence it covers the more portable equipment owned by the Students Union.

5.4.4 Money

This covers the physical loss of money and damage to safes / strongroom's as a result of theft.

Damage to persons clothing up to £250 and assault are also covered.
The excess is £250

Money in the possession of professional carriers is not included.

Various limits apply to each safe and till owned by SUSU.

Under this policy the number of able bodies staff required to carry money is listed as follows

£2000 or less	1
£2000 -£5000	2
£5000-£7500	3
£7500 -£10000	4 (3 for internal routes)

Benefits to injured employees also fall into this category if the injury is as a result of an assault during the theft up to a Max £25,000.

5.4.5 Employers liability

Cover of £10,000,000 on any one event.

Cover extends to employee as compensation for bodily injury whilst in the union's employ and they were acting in connection with the business. This includes Terrorism (up to £5m), legal costs, court attendance. And legal costs of defence of criminal proceedings in respect of H&S legislation.

Employees, Volunteers, persons on work experience and Sabbaticals.
Cover is not extended to Road accidents, Asbestos or industrial risk

5.4.6 Public and Product liability

Cover of £10,000,000 on any one event.

Covers indemnity for SUSU against amounts which we become legally liable to pay as compensation to third parties as a result of Death, bodily injury, damage or accidental trespass or nuisance.

5.4.7 Business Interruption

Cover is extended to the profit normally derived when you are prevented or restricted from carrying out our business as a result of an

insured event. Maximum claim is 133.33% of the sum insured for a period of 12 months

Cover is extended where access to premises is restricted due to damage to a building in the immediate vicinity, A public utility such as Gas is disconnected for more than 4 hours, and notifiable human infection.

Sums insured = £2,609,000 (11/12)

5.5 Smallcraft Policy

SUSU insure through Endsleigh insurance brokers all waterborne craft separately. Navigators and General are the insurers. This policy covers loss or damage to vessels from accident, negligence, theft or malicious acts including trailers. There is a 3rd party liability of £3,000,000. The excess on this policy is £150. A list of the items covered is submitted to the insurers each year and this is continually updated for new purchases and disposals.

5.6 Directors and Officers Insurance

This policy covers any director, officer, trustee, employee or volunteer of the Union. It will cover losses that are incurred from a claim of / alleged wrongful act. This includes breach of duty or trust, negligence, error, misstatement or omission, breach of authority, libel or slander. It covers damages, judgements, settlements and defence costs up to a limit of £1,000,000

This policy also has a fidelity guarantee to cover dishonest acts by employees, theft of funds at a financial institution and computer fraud, limited to £100,000.

This does not cover personal fines which may be paid by SUSU subject to Trustee approval.

5.7 Platinum Personal Accident Policy

5.7.1 Athletic Union

This policy is renewable each October and covers all members of the AU for personal injuries sustained whilst playing, practising or training in their chosen sport it covers costs of hospitalisation, physiotherapy and, travel costs to limited values. Also further cash payments for more serious injuries resulting in paralysis and loss of limbs etc are available

5.7.2 Performing Arts

This policy is renewable each October and covers all members of the PA for personal injuries sustained whilst playing, rehearsing or training in their chosen activity it covers costs of hospitalisation,

physiotherapy and travel costs to limited values. Also cash payments for more serious injuries resulting in paralysis or loss of limbs etc, are available.

5.8 Motor Insurance

5.8.1 Insurance of SUSU Vehicles (6 minibuses and 1 van) is undertaken by the Head of Finance, advised by a locally based Lloyds broker. The minibuses are covered by a Fleet Shield Policy with Royal Sun Alliance Plc, which holds a database of all SUSU's minibuses.

5.8.2 In general, the law prohibits people aged under 25 from driving minibuses, but special dispensation is available for students unions. A "Bus Permit 19" disc must be displayed on all vehicles at all times to show that they are subject to this dispensation. Students aged under 25 driving minibuses hired externally can also be covered under the dispensation, providing an insurance fee has been paid to the Accounts Office in advance of the hire (see 5.4.6 below). In addition, for such hires, a "Bus Permit 19" must be collected from the Accounts Office and displayed on the vehicle.

5.8.3 The main policy renewal is done in July each year, for implementation from 1 August. The policy and certificate of insurance is kept by the Transport Coordinator.

5.8.4 Students wishing to drive a SUSU minibus, or to be covered by the SUSU insurance policy for an external hire, must complete a Minibus Driver Registration form and have it agreed by the Transport Coordinator before they are authorised to do so. The Transport Coordinator may require a potential driver to undertake a driving test in the vehicle before registration is approved. For drivers holding foreign driving licences, additional terms and conditions may apply.

5.8.5 A list of approved drivers is maintained in the SUSU General Office. Only registered drivers are insured and allowed to drive the minibuses.

5.8.6 Students hiring these are not required to pay for additional insurance, since they are covered by the SUSU policy. However, many groups have to take outside hires. Students make their own bookings, although the reception has information about firms which are generally used. Most firms will not allow drivers to use the firm's insurance for drivers under 25 years old, so it will generally be necessary to use the Union's insurance. To obtain this, an official request must be signed and the cost of the insurance paid *in advance* to the Transport Coordinator. The Transport Coordinator will provide a cover note to show the hire company that the driver is adequately insured. Drivers must still be registered as in 5.8.4 above.

5.8.7 The Transport Coordinator keeps a list of all insurance charges collected from students for outside hires and pays the appropriate sum to the broker each month.

5.9 Claims

5.9.1 All incidents giving rise to a claim should be reported using the Incident Reporting System. The Head of Finance will inform the Insurance brokers of an incident, and co-ordinate whether they need any information that they might need. This is likely to include incident reports, risk assessments, method statements, H&S reports if applicable, loss adjusters, and evidence of costs / losses.

5.9.2 The following will then coordinate claims

Motor: Facilities

Smallcraft: Student Activities

Personal Accident: Student Activities

All other: Finance

5.9.3 Excess The cost of all damage up to a maximum of the policy excess will be charged to the user of the equipment at the time of the incident, unless they are unblameworthy.

.....