

**IMPORTANT: All correspondence received should be forwarded unanswered. Ensure not to make any admission of liability or any promise of payment.**

SECTION 1 - POLICYHOLDER	
Policyholder Name:	
Policy Number:	
Address:	
Postcode:	
Annual turnover:	
Non-clerical wage roll:	
Can the policyholder recover VAT:	Tick one:      Yes      No      Partially
If yes/partially, please advise the percentage recoverable:	

SECTION 2 – POLICYHOLDER CONTACT DETAILS (This person must be available to discuss the incident)	
Name:	
Position:	
Contact telephone number:	
Alternative contact number:	
Contact email:	

SECTION 3 - INCIDENT DETAILS	
Date:	Time:
Location:	
Nature of work being carried out at time of incident:	
What happened:	

**SECTION 3 - INCIDENT DETAILS - CONT**

<b>Has HM Factory Inspector / Health and Safety Executive / Local Authority investigated since the incident?</b>	Tick one:      Yes      No
<b>If yes, please provide any relevant details including their reference number (if applicable):</b>	
<b>Has there been a warning of prosecution?</b>	Tick one:      Yes      No

**SECTION 4 – THIRD PARTY/CLAIMANT DETAILS**

<b>Name:</b>	
<b>Age/Approximate Age:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Contact Telephone:</b>	
<b>Contact email:</b>	
<b>Has any claim been made on behalf of the third party / claimant either verbally or in writing?</b> Please provide any correspondence from the third party/claimant or their representatives along with any of your replies	Tick one:      Yes - In writing      Intimated Only Yes - Verbally      No Yes - Both

**SECTION 5 – LIABILITY**

<b>Do you feel you are liable for the incident?</b>	Tick one:      Yes      No      Partially
<b>If not, please indicate who is liable and why:</b>	

**SECTION 6 – WITNESS DETAILS**

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Contact Telephone:</b>	
<b>Contact email:</b>	
<b>Is the witness an employee:</b>	Tick one:      Yes      No

**ADDITIONAL WITNESS DETAILS**

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Contact Telephone:</b>	
<b>Contact email:</b>	
<b>Is the witness an employee:</b>	Tick one:      Yes      No

**ADDITIONAL WITNESS DETAILS**

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Contact Telephone:</b>	
<b>Contact email:</b>	
<b>Is the witness an employee:</b>	Tick one:      Yes      No

**For an incident involving injury, please complete section 7**

**For an incident involving property damage, please complete section 8**

**SECTION 7 – INJURY**

<b>What injuries were sustained?</b>	
<b>Name of doctor/hospital by whom treatment was given:</b>	
<b>Date of absence from work (if known):</b>	
<b>Is an accident report available?</b> If yes, please enclose	Tick one:      Yes      No
<b>Is a RIDDOR report required?</b> If yes, please enclose	Tick one:      Yes      No

**PLANT MACHINERY**

**(Please complete this section if the incident involves plant/machinery)**

<b>Make and model:</b>	
<b>Registration number:</b>	
<b>Was the plant/machinery hired by you?</b> If hire is involved, please provide a copy of hire terms and conditions	Tick one:      Yes      No
<b>Owner name and address:</b>	
<b>Are inspection/maintenance records available?</b>	

## SECTION 8 – PROPERTY DAMAGE

<b>Description of property:</b>	
<b>Nature of damage to the property:</b>	
<b>Amount claimed (if known):</b> If an estimate for repair has been provided, please ensure this is enclosed	
<b>Please advise of any known details around the condition and value of the third-party property pre-incident:</b>	
<b>Where is the property now and could it be inspected if needed?</b>	

## ADDITIONAL DETAILS

### **Additional Details:**

Please note below or attach any further details you can share. If any of the information below is available, please also include the same:

- Any process documents relating to the activity in question.
- Images of injury/damage (where available).
- Risk assessments relating to the task/activity.
- Details including accident book records of any similar historical accidents.
- CCTV footage (where available).

**CLAIMS AND UNDERWRITING EXCHANGE**

Insurers and their agents share information with each other to prevent fraudulent claims and for underwriting purposes via the Claims and Underwriting Exchange register, operated by Insurance Database Services Limited. A list of participants is available on request from your insurer. The information you have supplied on your application form relating to the claim, will be provided to participants.

**DECLARATION**

- I/we declare that all answers are true and complete to the best of my/our knowledge and belief.
- I/we understand that if any claim in any respect is fraudulent including inflation or exaggeration of the claim, this could result in any benefit under the policy being forfeited and may invalidate policy cover.
- I/we understand that insurers may seek information from other insurers to check answers that I/we have provided.

Please tick to confirm that you have read and accepted the above

**Signature:**

**Position in company:**

**Date:**