

**PERKINS SLADE INSURANCE
RENEWAL REPORT AND
PRESENTATION**

FOR

BRITISH AIKIDO BOARD

FOR THE PERIOD

1ST MARCH 2006 TO 28TH FEB 2007

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Date: 11th Jan 2006

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1. PREMIUM SUMMARY

POLICY TYPE	2005/06 PREMIUM	2006/07 PREMIUM
1. Civil Liability Assoc	£400	£440
2. Civil Liability Affiliated Associates	£90 per Assoc	£90 per Assoc
3. Civil Liability Members	£1.25 per Member	£1.25 per Member
4. Civil Liability Instructors	£50 per Instructor	£50 per Instructor
5. Employers liability	£165	£165
6. Personal Accident - members	£inc in Civil Liability Members	£inc in Civil Liability Members
7. Commercial Combined	£157.5	£183.75
Covers the Period March 2006 to March 2007		

Insurance Premium Tax

Insurance Premium Tax [IPT] is currently 5% but this is liable to be changed by the Government at any time. All premiums quoted in this report include IPT where applicable.

Premium Payment Terms

Options for premium payments are:-

1. Payment in full within 14 days of date of invoice, by Cheque, Debit or Credit Card.
2. A 10 month Premium Payment Plan with a credit charge.

Commercial Terms of Business

The Perkins Slade Terms of Business are attached in Appendix 1 of this report.

Please Note

All the summaries of insurance enclosed within this report should not be taken as a substitute for the full policy wording. Please see the Policy itself for full terms and conditions. A full copy is available upon request.

2. INSURED TITLE AND BUSINESS ACTIVITIES

2.1	Insured Title	British Aikido Board
2.2	Business Activity	Sports & Social Body

3. RISK MANAGEMENT INFORMATION

A key part of the renewal negotiations with Insurers focuses on the Risk Management Policies that are in place within your organisation. Please supply as much information as possible as this will assist us to 'sell' the good practise that exists within your sport to the insurance companies.

- Copy of your Constitution.
- Risk Management Guidelines.
- Health & Safety Policy.
- Child Protection Policy.

<u>Already Received</u>	<u>Still Required</u>
<u>YES</u>	
<u>YES</u>	
<u>YES</u>	
<u>YES</u>	

Please advise us if there have been any changes to documents already provided to us.

4. MEMBERSHIP INFORMATION

Information regarding your membership will assist us to understand the structure of your sport. Please can you also supply us with the following information.

- List of qualifications
- Membership categories and whether insurance applies to them all
- Membership hand book
- Membership renewal date [whether on one date or a rolling membership system]
- Information issued to members as evidence of insurance

5. FINANCIAL SERVICES AUTHORITY

The sale and administration of General Insurance Policies is regulated by the Financial Services Authority. Both Perkins Slade Ltd and British Aikido Board must comply with a strict set of rules designed to protect consumers [namely your members!] and a failure to do so could result in a criminal prosecution.

These rules are inevitably complex but a summary document [FSA Fact Sheet 8] was provided by Perkins Slade prior to the inception of Regulation on 14 January 2005.

We also advised, should you be in any doubt, that you take appropriate legal advice.

Following your own analysis of the Regulations, it was concluded that British Aikido Board did not have to be authorised by the FSA.

Now that the renewal of your insurances is imminent, we would ask if you have made any changes to your insurance practises, particularly in respect of your members, that you notify Perkins Slade immediately.

We would also remind you, if you are considering any changes, that you take proper legal advice as to any possible implications for your FSA regulatory status before reaching any final decision.

6. LIABILITY INSURANCES

6.1 <u>Civil Liability</u>			
Insured	British Aikido Board		
Insurer	Royal Sun Alliance	Policy Number	RTT4750
Our Reference	BRIT03WL02/WL03	Renewal Date	1 st March

Entitled to Indemnity

- The Association, its employees, committee members & volunteers,
- Affiliated Associations, including their committee members & volunteers.

Operative Time

- Any authorised / recognised activity of the Association
- Any authorised / recognised activity of the affiliated associations

Limits of Indemnity

Civil Liability £5,000, 000 any one occurrence
 Products Liability £ 5,000,000 any one period of insurance

Premium

- **£440 for B.A.B**
- **£90 (no change) for affiliated associations**

Cover

- [i] Civil Liability to pay damages in respect of claims made against the Insured arising out of the conduct of the Business and notified to the company during the Period of Insurance.
- [ii] Legal Liability for claimants associated costs and expenses.
- [iii] The Policy is written on a **claims made basis** which means that for the Policy to respond, a claim should be notified under the Policy in force at the time you first become aware a claim may be made against you.

The main features of the Policy [as defined by Perkins Slade] are:-

Public Liability	Accidental bodily injury to third parties and/or damage to third party property arising out of the Insured Activities. Includes:- [a] member to member liability [b] indemnity to Principals [c] liability for damage to leased, hired, or borrowed premises
Products Liability	Accidental bodily injury to third parties and/or damage to third party property arising out of any goods sold or supplied by the Insured.
Professional Indemnity	Loss [financial or otherwise] arising out of Errors and Omissions [e.g. bad advice or failure to act.]
Libel and Slander	Includes defamation, which is vital in relation to the consequences of allegations of abuse.
Directors' & Officers' Protection	Legal Liability protection in respect of mismanagement.

Principal Exclusions

Liability arising out of:-

- [i] The ownership, possession or use of any mechanically propelled vehicle, aircraft, hovercraft or water-borne craft [other than craft less than 3 metres in length with a maximum speed of 7 knots, or hand propelled or sailing craft in inland or territorial waters.]
This applies to safety boats
- [ii] Product guarantee or recall, repair or replacement.
- [iii] The inability of any computer or computer equipment to recognise a change of date.
- [iv] Medical malpractice.

Liability for:-

- [v] Injury to employees.
- [vi] Damage to own property.

Important Notes

- [1] The Policy states that no admission, offer, promise or indemnity must be made by the Insured in the event of a claim.
- [2] It is important to report every incident to Perkins Slade Ltd and to maintain an accident record book. Refer to claims notification guidelines on pages 12 & 13.

Claims Experience

Year	Paid	Outstanding
2000/01	0	
2001/02	0	
2002/03	0	
2003/04	0	
2004/05	0	
2005/06		

Please advise whether you are aware of any other incidents that may give rise to a claim.

Comments

- [i] Terms have been obtained from your holding Insurers and the premium has increased by 10% for B.A.B. & 0% for Affiliated Associations. We have not approached alternative Insurers for quotations as we believe the terms are both competitive and suitable for your requirements. The renewal is therefore recommended with your existing Insurer.

LIABILITY INSURANCES

6.2 <u>Civil Liability</u>			
Insured	British Aikido Board		
Insurer	Royal Sun Alliance	Policy Number	RKK183608
Our Reference	BRIT03CB03	Renewal Date	1 st March

Entitled to Indemnity

Members

Operative Time

Any authorised / recognised activity

Limits of Indemnity

Civil Liability £2,000, 000 any one occurrence
Products Liability £ 2,000,000 any one period of insurance

Premium £1.25 per member

Cover

- [i] Civil Liability to pay damages in respect of claims made against the Insured arising out of the conduct of the Business and notified to the company during the Period of Insurance.
- [ii] Legal Liability for claimants associated costs and expenses.
- [iii] The Policy is written on a **claims made basis** which means that for the Policy to respond, a claim should be notified under the Policy in force at the time you first become aware a claim may be made against you.

The main features of the Policy [as defined by Perkins Slade] are:-

Public Liability	Accidental bodily injury to third parties and/or damage to third party property arising out of the Insured Activities. Includes:- [a] member to member liability [b] indemnity to Principals [c] liability for damage to leased, hired, or borrowed premises
Products Liability	Accidental bodily injury to third parties and/or damage to third party property arising out of any goods sold or supplied by the Insured.
Professional Indemnity	Loss [financial or otherwise] arising out of Errors and Omissions [e.g. bad advice or failure to act.]
Libel and Slander	Includes defamation, which is vital in relation to the consequences of allegations of abuse.
Directors' & Officers' Protection	Legal Liability protection in respect of mismanagement.

Principal Exclusions

Liability arising out of:-

- [i] The ownership, possession or use of any mechanically propelled vehicle, aircraft, hovercraft or water-borne craft [other than craft less than 3 metres in length with a maximum speed of 7 knots, or hand propelled or sailing craft in inland or territorial waters.]
This applies to safety boats
- [ii] Product guarantee or recall, repair or replacement.
- [iii] The inability of any computer or computer equipment to recognise a change of date.
- [iv] Medical malpractice.

Liability for:-

- [v] Injury to employees.
- [vi] Damage to own property.

Important Notes

- [1] The Policy states that no admission, offer, promise or indemnity must be made by the Insured in the event of a claim.
- [2] It is important to report every incident to Perkins Slade Ltd and to maintain an accident record book.
See pages 13. And 14.. for Notification guidelines.

Claims Experience

Year	Paid	Outstanding
2000/01	599.99	
2001/02	2560.71	
2002/03	4006.37	
2003/04	2946.37	
2004/05	0	
2005/06	0	

Please advise whether you are aware of any other incidents that may give rise to a claim.

Comments

- [i] Terms have been obtained from your holding Insurers and the premium has increased byNil..... We have not approached alternative Insurers for quotations as we believe the terms are both competitive and suitable for your requirements. The renewal is therefore recommended with your existing Insurer.

Information required for renewal

- [i] Number of members. Last year based on 9500

LIABILITY INSURANCES

6.3 <u>Civil Liability</u>			
Insured	British Aikido Board		
Insurer	Royal Sun Alliance	Policy Number	RTT4751
Our Reference	BRIT03KMO1	Renewal Date	1 st March

Entitled to Indemnity

Any affiliated instructor of the British Aikido Board

Operative Time

Professional Indemnity

Loss [financial or otherwise] arising out of Errors and Omissions [e.g. bad advice or failure to act.]

Limits of Indemnity

Civil Liability £5,000, 000 any one occurrence
Products Liability £ 5,000,000 any one period of insurance

Premium £50 per instructor

Cover

- [i] Liability to pay damages in respect of claims made against the Insured arising out of the conduct of the instructor and notified to the company during the Period of Insurance.
- [ii] Legal Liability for claimants associated costs and expenses.
- [iii] The Policy is written on a **claims made basis** which means that for the Policy to respond, a claim should be notified under the Policy in force at the time you first become aware a claim may be made against you.

Principal Exclusions

Liability arising out of:-

- [i] The ownership, possession or use of any mechanically propelled vehicle, aircraft, hovercraft or water-borne craft [other than craft less than 3 metres in length with a maximum speed of 7 knots, or hand propelled or sailing craft in inland or territorial waters.]
This applies to safety boats
- [ii] Product guarantee or recall, repair or replacement.
- [iii] The inability of any computer or computer equipment to recognise a change of date.
- [iv] Medical malpractice.

Liability for:-

- [v] Injury to employees.
- [vi] Damage to own property.

Important Notes

- [1] The Policy states that no admission, offer, promise or indemnity must be made by the Insured in the event of a claim.
- [2] It is important to report every incident to Perkins Slade Ltd and to maintain an accident record book. Refer to claims notification guidelines on pages 12 & 13

Claims Experience

Year	Paid	Outstanding
2000/01	0	
2001/02	0	
2002/03	0	
2003/04	0	
2004/05	0	

Please advise whether you are aware of any other incidents that may give rise to a claim.

Comments

- [i] Terms have been obtained from your holding Insurers and the premium has increased by ...0%..... We have not approached alternative Insurers for quotations as we believe the terms are both competitive and suitable for your requirements. The renewal is therefore recommended with your existing Insurer.
- li] Last year renewal premium was based on 100 instructors

6.4 Employers' Liability

Insured	British Aikido Board		
Insurer	Royal Sun Alliance	Policy Number	GA/00201401
Our Reference	BRIT03WE01	Renewal Date	1 st March

Cover

Insurance is provided in respect of Legal Liability for damages and legal costs arising out of death or bodily injury caused to employees in the course of their employment with the Insured.

Limit of Indemnity **£10,000,000 any one occurrence**

Premium **£165** **(subject to declaration of wage-role)**

Claims Experience

Year	Paid	Outstanding
2003/04	0	
2004/05	0	

Comments

- [i] Terms have been obtained from your holding Insurers and the premium has increased by 0% We have not approached alternative Insurers for quotations as we believe the terms are both competitive and suitable for your requirements. The renewal is therefore recommended with your existing Insurer.

Principal Exclusions

[i]

Important Notes

- [1] The definition of 'Employee' includes labour only sub-contractors, hired or borrowed persons undertaking study or work experience, and volunteers.
- [2] Employers now have a legal obligation to retain Employers' Liability Certificates in a readable form for 40 years. You therefore need to set up a procedure for the retention and safe storage of such Certificates.

Associated companies, i.e. those in which you do not have a controlling interest, may no longer be 'sheltered' under group policies and **must** have Employers' Liability Policies in their own name for a minimum limit of £5,000,000 any one occurrence.

Your Employers' Liability Certificate must be on public display at your place of work.

6.4 Claims Notification Requirements

Your Contract of Insurance does have certain conditions imposed, which may be summarised as follows:-

- [i] You are required to give Insurers immediate written notice with full particulars of any claims or circumstances which may give rise to a claim, regardless of any excess that you have to bear under your policy cover**
- [ii] Every letter, claim, writ, summons and process in connection with such circumstances must be forwarded to Perkins Slade immediately on receipt**
- [iii] Written notice must be given to Insurers immediately you have knowledge of any prosecution, inquest or inquiry in connection with any circumstances, which may give rise to liability under the Policy.**

Strict timescales are now in place to direct the handling of claims, and if these are not adhered to it may mean Insurers will be obliged to admit liability and pay the claim.

Therefore it is important that:-

- [i] an investigation of every incident should be carried out whilst those involved, including witnesses, still have a clear idea of the circumstances, and a written report should be produced;**
- [ii] every incident, particularly those involving personal injury, should be reported to us immediately it happens and we will advise you what to do next. Please ensure procedures are in place for all documentation to reach us as quickly as possible.**

In order to achieve this, we would 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 child protection legislation
- any circumstance involving damage to third party property.

An injury is defined as:-

- any head injury that requires medical treatment [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, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Please note the above list is not exhaustive and if you are unsure as to whether an incident should be reported, then please do not hesitate to contact Perkins Slade Claims Department for further advice.

- **We would 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 third parties will not necessarily be re-imbursed.**

INCIDENT RECORDING 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.

From 31 December 2003 businesses must have a new style accident book which is compliant with data protection legislation. The new style book is available from HSE Books.

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

- date and time of accident
- as regards a person at work – full name; occupation; nature of injury; age
- as regards 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.

6.6 Royal & SunAlliance - Policy Summary

This Combined Liability Policy is underwritten by Royal & SunAlliance Insurance plc. It is an annual contract and may be renewed each year subject to the terms and conditions then applicable.

This Policy provides cover in respect Employers' Liability and Civil Liability.

The Employers' Liability section of the Policy provides protection against your legal liability for damages and legal costs arising from:-

Injury any person employed caused during the period of insurance and arising out of and in the course of employment in your Business.

The Civil Liability section of the Policy provides cover up to the Limit of Indemnity in respect of civil liability to pay damages in respect of claims arising out of the conduct of the Business or Insured Activities made against the Insured and notified to the Company during the Period of Insurance.

The Civil Liability section also provides legal liability for associated claimant legal costs.

The Civil Liability section of the Policy provides cover for all liability to pay damages under civil law unless otherwise excluded under the list of policy exclusions.

Cover therefore includes Civil Liability:-

- Arising out of Injury to any Person [excluding persons employed];
- In respect of loss or damage to third party property;
- In respect of nuisance and trespass;
- In respect of libel and/or slander committed in good faith;
- Arising out of advice tuition or coaching provided in connection with the Business.

In certain circumstances cover may include member-to-member liability. If this cover is provided it will be clearly noted on the Policy Schedule or Certificate.

The following tables provide only a summary of the main policy benefits and the terms and conditions. For full details of these and all the terms and conditions that apply you should read the Policy document, a copy of which will be provided on completion of your contract or at any time on request.

EMPLOYERS' LIABILITY INSURANCE - the following will automatically be included	
<p>Standard Cover</p> <ul style="list-style-type: none"> • Employers' Liability. Injury of any person employed caused during any period of insurance. Injury is defined as bodily injury death disease or illness. • Legal Defence costs in defending proceedings arising from a breach of the Health & Safety at Work Act 1974, the Health & Safety at Work [Northern Ireland] Order 1978 where there has been no actual injury. 	<ul style="list-style-type: none"> • Limit of Indemnity for Employers' Liability £10,000,000 any one event [restricted to £5,000,000 in respect of terrorism.] • Higher Indemnity Limits may be available in some circumstances upon request. • Covers Employees temporarily working overseas • Indemnity does not apply for; • Nuclear risks. • Injury for which you are required to arrange motor insurance in accordance with road traffic legislation within the European Community.

General Conditions & Exclusions

The following apply to the Policy as a whole regardless of the specific cover you have selected. For full details of these and other exclusions and limits please read the Policy document.

General Conditions and Exclusions

- If there are any changes to the Business, the Premises, the property therein or any other circumstances whereby the risk is increased you must inform us immediately. Failure to do so could invalidate the Policy or result in a claim being repudiated.
- Cover for any work undertaken Offshore is excluded. Offshore shall mean embarkation on to a vessel or aircraft for conveyance to an offshore rig or platform until disembarkation from the conveyance on to land upon return from such offshore rig or platform.
- You must at your own expense take reasonable precaution[s] to prevent any occurrence or cease any activity which may give rise to liability under the Policy and maintain all buildings furnishings ways works plant machinery and vehicles in sound condition.

CIVIL LIABILITY INSURANCE - the following will automatically be included

Standard Cover

- | | |
|--|---|
| <ul style="list-style-type: none">• Civil Liability in respect of accidental Injury to members of the public or accidental damage to their property.• Civil Liability in respect of accidental Injury or accidental damage to property resulting from products supplied.• Wrongful arrest or wrongful imprisonment of a member of the public.• Contingent Motor Liability.• Legal Defence costs in defending proceedings arising from a breach of the Health & Safety at Work Act 1974, the Health & Safety at Work [Northern Ireland] Order 1978 or Part II of the Consumer Protection Act 1987 where there has been no actual injury or damage.• Civil Liability in respect of libel and/or slander committed in good faith• Civil liability arising out of advice tuition or coaching provided in connection with the Business or Insured Activities. | <ul style="list-style-type: none">• The minimum limit of Indemnity provided for Civil Liability will usually be £2,000,000 any one event. Higher limits can often be provided.• The minimum limit of Indemnity provided for Products Liability will usually be £2,000,000 any one Period of Insurance. Higher limits can often be provided.• The Policy will usually allow the claimant's costs and expenses in addition to the Limit of Indemnity.
• Excludes Civil Liability in respect of;<ul style="list-style-type: none">• risks that require more specific insurance i.e. Motor, Marine• injury to employees• loss of or damage to property in your custody or control• pollution unless sudden and accidental.• contractual liability for products• activities undertaken or any legal action brought against the Insured in a Court of Law within the United States of America or Canada other than in certain circumstances• fines, penalties or punitive damages• defective products and work and the repair, replacement or recall of same work• for fear of contracting asbestos related diseases• repair of defects in premises disposed of• claims arising out of or in connection with damage to any Data• pre-claim asbestos clean up costs• nuclear risks• war risks• deliberate, dishonest or foreseeable acts• infringement of trademark name registered design copyright or patent right• medical negligence
• some other specific events may be excluded or cover may be qualified. |
|--|---|

General Conditions

The following apply to the Policy as a whole regardless of the specific cover you have selected. For full details of these and other exclusions and limits please read the Policy document.

General Conditions

- If there are any changes to the Business, the Premises, the property therein or any other circumstances whereby the risk is increased you must inform us immediately. Failure to do so could invalidate the Policy or result in a claim being repudiated.
- If you fail to take reasonable precautions to prevent damage, prevent an occurrence or cease any activity that may give rise to a claim under the Policy.

Excesses & Limits

- Your Policy may be subject to excesses, which are the amounts you must pay in the event of a claim. Also, certain claims limits may apply. These will both be shown in your Policy Schedule.

Royal & SunAlliance Insurance plc [No. 93792]. Registered in England and Wales at St. Mark's Court, Chart Way, Horsham, West Sussex, RH12 1XL. Authorised and Regulated by the Financial Services Authority.

7. PERSONAL ACCIDENT

Insured	British Aikido Board		
Insurer	Royal & Sun Alliance	Policy Number	RKK183608
Our Reference	BRIT03CB03	Renewal Date	1 st March

Insured Person

Any full or associate member of the Insured organisation up to and including 65 years.

Effective Time

Whilst an Insured Person is participating in any activity of the Insured anywhere in the world including direct travel to and from such activity within the United Kingdom

Cover

In the event of death and permanent total disablement.

The benefits are payable if during the period of insurance the Insured Person suffers accidental bodily injury resulting directly and independently of any other cause within 2 years in death, loss or disablement. Cover includes accidental damage or loss of teeth.

Premium

Benefits

[A]	I) Accidental Death	£30,000
	ii) Accidental Death under 16 years of age	£2,000
[B]	Permanent Total Disablement from gainful employment of any and every kind	£50,000

Aggregate Limit[s] of Liability

[a]	per Event for Insured Persons whilst travelling in any one aircraft	£500,000
[b]	per Event overall	£500,000

Principal Exclusions

Injury arising out of:-

- [i] illness, disease, HIV
- [ii] the taking of a drug which is not lawfully available
- [iii] flying other than as a passenger in an aircraft operating under its own power
- [iv] war and allied peril

Claims Experience

Year	Paid	Outstanding
2000/01 }		
2001/02 }		
2002/03 }	Inc in Liability Figures	
2003/04 }		
2004/05 }		
2005/06 }		

Comments

- [i] The premium is based on members [last year based on 9,500 members.]
- [ii] Payment is calculated on a deposit premium and a final declaration of members.
- [iii] Terms have been obtained from your holding Insurers and the premium has increased/decreased by.0%. We have not approached alternative Insurers for quotations, as we believe that the terms are both competitive and suitable for your requirements. The renewal is therefore recommended with your existing Insurer.

8. COMMERCIAL COMBINED INSURANCE

Insured	British Aikido Board		
Insurer	Norwich Union	Policy Number	CZ923P29659
Our Reference	BRIT03CU01	Renewal Date	1 st March

Cover "All Risks"

Premium £183.75 inc IPT

Property

[i] Premises: 6, Halkingcroft, Slough, SL3 7AT

Buildings	£nil
All Contents excluding Stock	£5,000
Stock	£nil

[ii] Anywhere in UK:

LapTop Computer	£nil
Cups, Shields and Trophies	£nil

[iii] Anywhere in the World:

None

Note

All values insured should represent current rebuilding or replacement cost.

Glass

Accidental breakage of all fixed glass.
Cost of replacement of all fixed glass within.

Money

Loss of business money, within Great Britain, Northern Ireland, The Republic of Ireland, The Channel Islands and the Isle of Man

	£
Crossed Cheques	250,000
In homes of partners, directors or employees	500
In the business premises, out of safe out of business hours	250
In unspecified safes or strongrooms at the business premises	1,000
Any other loss	3,000
Personal Accident Assault benefits:	
Death	10,000
Temporary Total Disablement [maximum 104 weeks]	100 per week
Clothing and personal effects	500

Business Interruption

Loss of gross revenue and/or increased cost of working expenses incurred following loss or damage insured under the Property Section.

Sum Insured:

Gross Revenue	£15,000
Increased Cost of Working Expenses	£25,000
Indemnity Period	12 months

Principal Exclusions

- [i] Damage to equipment caused by wear, tear and gradual deterioration.
- [ii] Losses arising out of subsidence, heave or landslip.
- [iii] Theft which does not include forcible or violent entry to or exit from a secure premises.
- [iv] Any Business Interruption claim unless physical damage has occurred.
- [v] In respect of equipment insured on an 'anywhere in the UK or in the World' basis, theft from an unattended vehicle, unless it is securely locked and fastened at all points of access.
- [vi] Losses arising from the inability of any computer or computer equipment to recognise a change of date.
- [vii] Losses arising from acts of Terrorism

Important Notes

Please note it is up to the client to ensure all sums insured are up to date

Excesses £100 each & every loss

Claims Experience

Year	Paid	Outstanding
2000/01		
2001/02		
2002/03		
2003/04		
2004/05		

Comments

- [i] Terms have been obtained from your holding Insurers and the premium has increased due to minimum premium only. We have not approached alternative Insurers for quotations as we believe the terms are both competitive and suitable for your requirements. The renewal is therefore recommended with your existing Insurer.

8.1 Asbestos

The long-term implications arising from exposure to or incidents arising from asbestos, asbestos fibres or derivatives and products containing the same have been the subject of discussions between Insurers and their reinsurers. This has resulted in changes to reinsurance contracts which, in turn, are being reflected in policy wordings.

Employers' Liability, Public and Products Liability wordings are being amended to exclude Liability in respect of Asbestos and details of how these exclusions affect your own Policies will be reflected in the Policy Summary.

Control of Asbestos at Work Regulations 1987 [as amended] CAWR

All employers, property owners and local authorities will have to exercise a greater duty of care and have in place demonstrable plans to manage the risk of asbestos within their premises.

Implications of CAWR

The new regulations include an explicit duty to manage asbestos in premises. Under the legislation, those who have a legal duty to manage asbestos are defined as the employer in occupation and those legally responsible for the repair and maintenance of premises such as property owners and local authorities.

Compliance with the new regulations is a key driver for those responsible for preventing exposure of employees, contractors and visitors to asbestos-containing materials. Other drivers include:-

- Health risks - deaths from mesothelioma are on the increase from 5,000 a year in 1998 to a projected 9,000 a year in 2018 across Western Europe.
- The risk of asset depreciation - where asbestos is present an asbestos risk management programme could defer asset depreciation.
- The risk of potential compensation claims - a landmark ruling from the House of Lords means that claimants no longer have to identify the specific employer responsible but can claim compensation against a number of employers.

How can we help you?

In association with specialist divisions of Insurers, we can arrange services ranging from a simple audit through to a sampling survey and creation of an asbestos register.

Further details are available from your usual Perkins Slade contact.

9. UNINSURED RISKS

Assets

Assets protection covers accidental loss or physical damage to equipment for which you own or are responsible. Loss of income cover following a material damage claim is also available.

A proposal form will be required to be completed.

Computer

Cover can be purchased for computer equipment [hard and software] to protect against physical damage to equipment, increased cost of working and reinstatement of data.

A proposal form will be required to be completed.

Personal Accident

Personal Accident insurance offers an immediate lump sum payment in the event of a fatal accident or accident leading to a permanent total disablement. The protection operates whilst participating in an activity recognised by the Association anywhere in the World.

Travel

Protection is available for Personal Accident cover, whilst participating in sporting pursuits when travelling abroad, in addition to medical expenses should you fall ill whilst overseas. Protection also extends to loss of baggage and personal effects, cancellation and curtailment charges and personal liability.

The number of travel days, destination and traveller numbers will be required to quote.

Legal Expenses

In this day and age, any organisation can be faced with legal problems and disputes which from the outset can be time consuming and expensive, particularly when a solicitor is employed. Perkins Slade Ltd recommend a Policy which covers the costs of defending or prosecuting actions, which may involve employment disputes, property problems or tax enquiries. The Policy covers legal costs and expenses of up to £100,000 per claim.

Details of annual turnover and wage roll are required to give an indication of terms.

Employment Practices Liability

Employment related disputes are increasing in frequency and cost due to the changes in Employment legislation. Employees can bring actions for wrongful or unfair dismissal based on race, sex, disability or "hostile working environment", and involve issues such as equal pay, hiring promoting and references.

The removal of the cap on discrimination awards by tribunals and the abolition of the requirement to work for two years [now one year] before claims for unfair dismissal will inevitably raise awards and invite more actions.

Published figures [from ACAS] show that compensation awards in one year totalled £1.34m for sexual and racial discrimination, which is up 14% on the previous year. Over the past ten years, the number of individual cases referred to ACAS has increased by 278.

Awards for "injured feelings" are up by 31% on the previous year.

The impact on business may not only be the costs of litigation and awards, but the time spent by senior personnel in resolving disputes, employee morale and damage to the corporate image as a result of adverse publicity.

Traditionally Legal Expenses policies have been used to deal with the legal costs of employment disputes, which serve the purpose provided the Insurer's procedures have been followed from the outset.

Abandonment

This Policy indemnifies the Insured against losses sustained by reason of the interruption, postponement, cancellation or abandonment of an event. Abandonment may be due to a number of factors including:-

Breach of contract

Bad weather

Non-appearance

Any case subsequent to the arrangement of the event

The level of indemnity is of course dependent upon the nature and size of the event[s] concerned.

Cyber Liability

The growth of e-commerce, web-site and email has brought with it an ever increasing risk of claims on a global basis for breach of copyright, misleading statements and libel and slander.

As an employer, you will not only be responsible for the content of your web-site, but also the content of your employees' email.

There is also risk of unwittingly transmitting a computer virus to a third party, either by email or downloading information from a web-site. Such "damage" will not be covered under usual public liability policy, but the financial cost of retrieving the data could be extremely expensive.

You could also be held in breach of Data Protection in the event that a third party accesses your system and obtains personal data held on files. With companies increasingly using e-commerce, the failure of a web-site would result in a financial loss for a third party.

As a result we have identified a market who can insure not just the liability but damage to your own systems arising out of the use of such media.

Financial Services

All types of Policy with special regard to sporting interests. [EG. Pensions, Life, Critical Illness, Mortgage Protection, Loss of Earnings Insurance.]

Household Insurance

Perkins Slade Ltd have a Personal Lines Department who are able to assist with your home, travel and pet insurance.

10. PERKINS SLADE SERVICE STANDARDS

In connection with your current insurance programme, and in accordance with Regulations imposed by the Financial Services Authority, Perkins Slade will:-

- continue to provide day-to-day insurance related services and advice. These will include:-
 - ✓ Provision of a Summary of your insurance programme.
 - ✓ Submission of invoices, credit notes and statements.
 - ✓ Issue of Cover Notes and Certificates.
 - ✓ Checking of Policy Documents and endorsements.
 - ✓ Issue of relevant technical bulletins and publications.
 - ✓ Advice concerning changes to, or new relevant, legislation.
 - ✓ Insurance Market updates.
 - ✓ Arranging cover at renewal and dealing with alterations during the year.
 - ✓ General and claims insurance advice - the claims service we provide will automatically terminate if our appointment is discontinued.
- provide an active Account Executive service by visits and discussions with your key personnel to ensure the adequacy and development of your insurance programme.

12.1 Your Contacts

Director, Sport:

Direct Line Tel No:

Mobile Tel No:

Email Address:

Richard Doubleday

0121 698 8159

07785 282 072

r.doubleday@perkins-slade.com

Sports Executive:

Direct Line Tel No:

Email Address:

David Fieldhouse ACII

0121 698 8153

@perkins-slade.com

Sports Administrator:

Direct Line Tel No:

Email Address:

Ryan Bates

0121 698 8052

@perkins-slade.com

Claims Handler:

Direct Line Tel No:

Email Address:

Ann Williams

0121 698 8044

@perkins-slade.com

11. RISK MANAGEMENT

Increasingly we are finding that we need to demonstrate a commitment by our clients to the management of their own risk. That, inevitably, requires an exercise to highlight those risks.

As a result, we recommend Perkins Slade Ltd undertake a Risk Management review with you using a new IT-driven approach in which we have invested.

The risk identification exercise, unless it is managed correctly, can become a tortuous and time-consuming affair where subsequent areas to be addressed do not form part of a structured action plan.

Our approach is to conduct, over half a day, a series of interviews at your office. We then report back with an overview of points to be addressed, which can be prioritised, having regard to your own business imperative.

The cost of the interview session plus report back is £500 plus VAT.

As a result of this exercise, you will have:-

- a concise Risk Management report from which to prioritise action.
- We believe this will give you the means of identifying any potentially serious risks in the business and managing them accordingly.
- a method of demonstrating to the insurance market a commitment to identifying and managing the risks inherent in your business, thereby creating a differentiation from the majority of corporate insurance buyers.
- In this deteriorating insurance market, this differentiating factor will give us the edge in negotiating improved premium cost and insurance cover on your behalf.

We look forward to discussing this exercise with you.

12. FINANCIAL SERVICES AUTHORITY

As of the 14 January 2005 the Financial Services Authority have taken over the regulation of the General Insurance industry. It is our duty as your insurance intermediary to disclose additional information to you and remind you of important material information that you must provide us with.

12.1 Duty To Disclose Material Facts

You are required to advise Insurers of any facts considered material to underwriting the insurance. Failure to do so may invalidate your insurance. Any other facts known to you, which are likely to affect acceptance of assessment of the risks proposed for insurance, must be disclosed. Should you have any doubt about what you should disclose, please contact Perkins Slade for clarification.

12.2 Demands and Needs

Following discussions between Perkins Slade Ltd and yourselves it has been agreed that the portfolio of insurances presented herewith suit both the requirements and exposures that have been identified in association with your 'business' activities. Both the products and premiums contained within this report are based upon the information which you have previously provided via verbal, written and face to face communication.

Should a new Demand or Need become apparent at any course during the insurance period, all endeavours will be made in an attempt to fulfil these for you.

If there are any products contained within this report that do not exactly fulfil your needs that have jointly been established between yourself and Perkins Slade Ltd, we will draw your attention to these and the reasons for any such variance.

12.3 Product Disclosure

The Financial Services Authority have imposed a duty upon all General Insurers to supply a Policy Summary for every contract of insurance that is incepted. Should your portfolio of Insurances consist of a variety of products then a summary for each should be provided. A duty has also been imposed on Insurers to provide to you information about their company.

In the circumstances that the Insurance Policy is a 'group' one, it is your duty to make this information [the Policy Summary and 'insurer information'] available to all persons who are eligible to make a claim under the terms of the contract. E.g. A Liability Insurance Scheme that is provided to members by way of an annual subscription charge.

12.4 Claims

All claims should be reported to Perkins Slade's Claims Department at the earliest opportunity, either by telephone or post.

Perkins Slade Ltd
FAO: Claims Department
3 Broadway
Broad Street
Birmingham
B15 1BQ

Tel: 0121 698 8040
Fax: 0121 625 9000
E-mail: claims@perkins-slade.com

Should your chosen Insurer have a direct claims reporting facility, we will be able to advise you of this.

Note: Should you have applied for insurance, been refused insurance or held insurance via Perkins Slade Ltd previously, only information held that is pertinent to this quotation will have been given consideration. If information previously held has been taken into consideration in providing you with any of the following quotations we will advise you of its nature.

12.5 FSA - Status Disclosure

The FSA requires us to give you this document. Please use this information to decide if our services are right for you.

1. Whose products do we offer?

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | We offer products from a range of Insurers for General Insurance . |
| <input checked="" type="checkbox"/> | We offer a product from Royal & SunAlliance for Civil Liability Insurance Protection . |
| <input checked="" type="checkbox"/> | We offer a product from ACE Europe for Personal Accident Insurance . |
| <input checked="" type="checkbox"/> | We offer a product from Norwich Union for Property Insurance . |
| <input type="checkbox"/> | We offer a product from Fortis for Travel Insurance . |

2. Which service will we provide you with?

We advise and make a recommendation for you after we have assessed your needs for General Insurance.

3. What will you have to pay us for our services?

- No fee is charged.

You will receive a quotation which will tell you about any other additional fees relating to any particular Insurance Policy.

4. Who regulates us?

Perkins Slade Ltd, 3 Broadway, Broad Street, Birmingham B15 1BQ are authorised and regulated by the Financial Services Authority. Our FSA Register number is **302886**.

Our permitted business is for insurance mediation activities from 14 January 2005.

You can check this on the FSA's Register by visiting the FSA's website www.fsa.gov.uk/register or by contacting the FSA on 0845 606 1234.

5. Ownership

Perkins Slade Ltd has no holding direct or indirect that represents voting rights in any insurance undertaking and no insurance undertaking has any voting rights or capital in Perkins Slade Ltd.

6. Complaints

If you wish to register a complaint, please contact us:-

... **in writing** Write to the Chairman, Perkins Slade Ltd, 3 Broadway, Broad Street, Birmingham B15 1BQ.

... **by phone** Telephone: 0121 698 8000.

If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service.

7. Are we covered by the Financial Compensation Scheme [FSCS?]

We are covered by the FSCS. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.

Insurance advising and arranging is covered for 100% of the first £2,000 and 90% of the remainder of the claim, without any upper limit.

[or]

For compulsory classes of insurance, insurance advising and arranging is covered for 100% of the claim, without any upper limit.

Further information about compensation scheme arrangements is available from the FSCS.