

MODULE GUIDANCE:

INSURANCES

Purpose:

To detail the type of insurances held by your company, which are then compared to Client/Buyer requirements.

Standards:

The evidence you upload should be in the form of a 'To Whom it May Concern' letter from the broker, Confirmation of Insurance or evidence that full payment has been made, or a Certificate of Insurance. Please note that insurance schedules are not accepted.

The evidence you upload must contain the following details:

- Type of insurance (*e.g. Employers Liability*)
- Name of insured company (correct legal company name)
- Name of insurer
- Dates insurance valid – 'from' and 'to' dates required
- Insured amount / limit of indemnity
- Policy number

Requirements:

Employers Liability

You must get Employers' Liability (EL) insurance as soon as you become an employer - your policy must cover you for at least £5 million and come from an authorised insurer. EL insurance will help you pay compensation if an employee is injured or becomes ill because of the work they do for you. You may not need EL insurance if you [only employ a family member or someone who is based abroad](#); if this is the case, please contact CQMS to advise.

Public Liability

Public liability insurance can protect your business against claims to cover damages and legal costs that people may make against your business. When you're working as a tradesperson, you could be in an office or in and out of client's/customer's homes. Such close contact with third party property and risk of injury means it is important for you to consider public liability insurance to protect your business. Clients/Buyers commonly stipulate a mandatory requirement for all companies providing services to hold public liability insurance, and some set minimum levels of cover required.

Product Liability

This insurance covers the cost of compensation claims if someone is injured or their property is damaged by a product that you've sold. In certain situations, you may be liable even if you haven't actually manufactured the product.

Contract Works / Contractors All Risk

This typically includes cover for the contract work undertaken and provides cover for the building works itself, whether completed or in progress. It usually provides cover for loss or damage to such structures and any plant or tools stored within them, and can also cover hired in plant and equipment. Most Clients/Buyers require companies who they appoint in the role of Principal Contractor to hold Contract Works / Contractors All Risk insurance to ensure their sites are adequately covered from an insurance perspective whilst under the control of others.

Professional Indemnity

Professional Indemnity (PI) provides cover for legal costs and expenses incurred in your defence, as well as any damages or costs that may be awarded, if you're alleged to have provided inadequate advice, services or designs that cause your Client to lose money or become liable.

Renewal:

Insurances are usually subject to annual renewal by insurers/brokers however in rare cases may be valid for slightly longer. Upon acceptance of your insurance evidence, CQMS will log its expiry date. CQMS will issue reminders in advance of expiry to individuals listed as 'contacts' on your supplier profile.

The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.

If you have any questions please call on 01476 594410 or email us at safety-scheme@cqms-ltd.com