

SPECIALLY



PREPARED

JACK HIGH™

CLUB INSURANCE

IMPORTANT POINTS TO REMEMBER

(where applicable to your club)

SUMS INSURED:

- The Club is responsible for ensuring: 1) Sums Insured and 2) Policy limits are adequate and advising us of any material changes required e.g extension to property.
- Under insurance will directly affect loss settlement.

SECURITY:

- **YOU MUST** contact us prior to introduction of alarm **OR** replacement/amendment to existing Alarm System. Alarm Specification must be submitted and approved by Insurers before proceeding.
- **Safe Keys/Notes of Combination: MUST NOT** be left on the premises out of business hours.
- **CASH TILLS: All Cash Till Drawers MUST BE** left open or removed from the till with their contents at close of business.
- **FLOAT FROM CASH TILL MUST BE STORED ELSEWHERE.**

- **ENSURE YOU COMPLY WITH OUR MINIMUM SECURITY REQUIREMENTS.**

(refer to Policy Document under General Conditions unless otherwise agreed).

IMPORTANT: Whenever the premises are closed for business **OR** left unattended **ALL** locks, bolts and other security devices including any intruder alarm system are put into **FULL AND EFFECTIVE OPERATION.**

UNOCCUPANCY:

If the Club is unoccupied/unattended during the “close” season the premises **MUST BE INSPECTED AT LEAST ONCE EVERY SEVEN DAYS.** A record of each visit should be retained by the Club. Any loss/damage incident should be reported us in a proper time-scale in order that Insurers can handle your claim.

Under good “housekeeping” – the Water Supply should be drained/stopped.

Continued overleaf

PROPERTY PROTECTION:

- **ELECTRICAL SYSTEM INSPECTION:** To comply with Health & Safety Regulations Clubs who are responsible for the Buildings should have a current Inspection Certificate (to be up-dated every 5 years).
- **FLAT FELT ROOF:** The roof should be inspected by a competent party annually. Report to be retained and readily available if requested by Insurers. (Any remedial work highlighted within the report should be completed immediately).
- **SMOKING/GENERAL WASTE:** “No Smoking” Notices are displayed per legislation.

All outside smoking areas should be checked that such materials are extinguished and appropriate waste disposal units provided e.g Sandbucket.

We recommend waste is swept/bagged daily and whilst stored outside the building should be kept a distance of 5 metres away from any structures.

CLAIMS:

Material claim incidents **MUST BE** reported to us immediately. All Liability incidents should be **RECORDED IN YOUR ACCIDENT REPORT BOOK AND NOTIFIED TO US PROMPTLY.**

GENERAL POINTS:

FETE DAYS/FUND RAISING EVENTS/FIREWORKS etc. You **MUST CONTACT** us prior to arranging these activities in order to ensure you have the appropriate cover.

The above are **IMPORTANT POINTS** please refer to your Policy Document/Schedule or contact us for any clarification required.

PLEASE RETAIN WITH YOUR POLICY.

Contact WINTER & Co

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