

Conclusion

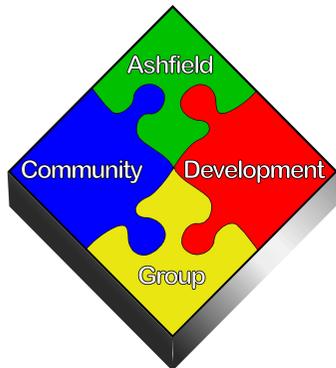
No matter which unfortunate event occurs, it is the ultimate responsibility of the Trustees or the Management Committee. Proper and adequate insurance cover is not just a good idea but should be seen as a necessity, particularly when, as a society, we are becoming evermore litigious.

Whether you are a large organisation with several paid employees or a group of individuals that meet once a week or once a month for lunch, or a coffee morning, serious consideration should be given to the minimum insurance requirements.

For insurance companies that specialise in working with voluntary and community groups, please contact your local Community Development Officer.

This leaflet can also be downloaded from:

<http://www.ashfield.gov.uk/media/1545/11-insurance- rev-feb-2015 .pdf>



This advice leaflet has been compiled by Ashfield Community Development Group (ACDG).

For details of ACDG members offering support, please refer to leaflet "i".

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Insuring Your Group



Insurance is often the last thing anyone thinks about when starting a new group and there are often lengthy discussions as to why a group should have insurance. What are the messages that come from groups?

"We don't need insurance!"

It is recommended that every group should have as a minimum Public Liability insurance – see later comments.

"I am covered by my home insurance policy!"

Not everyone has home insurance policies. Often a third party liability (if someone makes a claim against you as an individual) is only covered for claims arising in and around your property not in other buildings and clubs.

“Our group is covered because we only rent the building where we meet!”

Unfortunately, this normally is not the case. If a claim arises due to negligence of the organisation that you rent from, then a claim could be made against them. However, if the fault is due to any fault of your group, then a claim could be made against the group. For example, say a member of your group causes damage to the premises whether on purpose or accidentally, then this is not the fault of the organisation that you hire from and a claim could arise from them against your group for repair or replacement. If you do not have insurance, cover then all members of the group could be made responsible for the costs.

Many individuals working in the Voluntary Sector whether they are volunteers, paid employees, Management Committee Members or Trustees appear unaware of the consequences when something goes wrong. Most organisations, whether big or small, will do their very best to organise themselves in such a way so as to minimise possible mistakes or problems that they might encounter.

TYPES OF COVER

The following descriptions may act as a guide to deciding on your required policy.

Public Liability Insurance

Even when every effort has been made to ensure that everything runs smoothly, an upset or mistake can still occur. Public Liability Insurance protects an organisation should a member of the public or any other third party suffer damage to property or injury to their person due to the negligence of any member of the organisation. Public Liability Insurance is not, as yet, a legal requirement but too many Voluntary Sector Organisations operate without it. Public Liability Insurance, particularly for the smaller organisation, is relatively inexpensive when arranged by a Voluntary Sector Insurance Specialist. Many Local Authorities will insist that organisations that use their premises have Public Liability Insurance with a limit of indemnity of at least £5 million.

Employer’s Liability Insurance

If any organisation has any paid employees, then it is a legal requirement that they take out Employer’s Liability Insurance with a limit of indemnity of £10 million. It can also be argued that organisations that “employ” volunteers on an unpaid basis should consider Employer’s Liability Insurance. Some insurance companies consider a volunteer to be an unpaid employee.

Material Damage Insurance

If a Voluntary Sector Organisation should own some equipment whether kept in an office, in a community centre or even property that is used outside, it may be worth insuring such equipment against fire or theft. Organisations who use donated funds to purchase equipment etc should consider insuring such items.



Other Types Of Insurance

Depending on your community group’s activities, it may also be worth considering the following types of insurance:

- Products Liability
- Tenants Improvements
- Loss of Rent
- Business Interruption/Consequential Loss
- Personal Accident
- Legal Expenses
- Money/Cash
- Professional Indemnity
- Charity Trustees’ Indemnity