

## University Self-Insurance Policy For University Property

### Introduction

This guide provides information on the University's self-insurance cover related to physical loss of or damage to University property. Although the University has purchased insurance policies for these purposes, the insurers impose a £100,000 excess which means that the University meets the first £100,000 of any claim. As such, we have in place a Self-Insurance Policy to cover losses that fall below that excess amount. Details of what is covered and how to make a claim is set out below.

### What is covered

The Self-Insurance Policy covers any one claim up to the value of £100,000. It covers all University buildings and the contents in those buildings (whether owned by the University or on loan to it). It also includes University-owned item or items loaned to the University being transported to or from the University, and while on location elsewhere<sup>1</sup>.

The events that might cause the loss or damage to University property covered by this policy are as follows:

- Fire
- Lightning
- Storm
- Explosion
- Riot/civil commotion
- Acts or omissions of malicious persons (other than thieves)
- Escape of water from any tank, apparatus or pipe
- Impact from any road vehicle
- Theft or attempted theft
- Interruption of power outside the control of the University
- Accidental damage

### Factors taken into account when considering a claim:

The Insurance Officer will make an assessment, based on all the information submitted with the claim form, whether a claim can be made under the Self-Insurance Policy. In doing so, the Insurance Officer will take into account various factors including:

- The value of the property at the time of its damage (where this can be determined).
- The cost of repairing, reinstating or replacing the damaged property in full or in part.
- The extent and reasonableness of any steps taken to avoid the loss or damage.
- For any loss arising from theft:
  - within a premises, there should be evidence of forcible entry to the premises containing the insured property;
  - from elsewhere, all reasonable steps have been taken to keep the item(s) secure;
  - in respect of money, all reasonable steps have been taken to ensure that any cash received by the University was kept secure.
- There is no cover for loss or damage arising from freezer failure caused by a plug being switched off or removed, a freezer door left open, an electricity interruption caused by University staff.

### Excess

The excess for each and every incident is £1,000.

### Claim procedure

Any damage or loss must be reported to the Insurance Officer as soon as it is discovered, and in any case within 3 months of that discovery. It is at the Insurance Officer's discretion to consider claims submitted beyond that timeframe.

To make a claim, you need to complete a claim form (available at: <https://insurance.leeds.ac.uk/claims/>) and submit it, with all the relevant evidence and supporting information, to the Insurance Officer ([insurance@leeds.ac.uk](mailto:insurance@leeds.ac.uk))

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<sup>1</sup> To ensure that appropriate insurance cover is in place, the Insurance Officer needs to be notified of any University equipment taken off campus (within the UK or abroad) valued over £500,000.