

VERY IMPORTANT INFORMATION

(Personal Injury Claims).

On the 26th April 1999 the government made substantial changes to the law relating to the management of Personal Injury claims. These stemmed from the Woolf Enquiry into the same, and became known as the Woolf Reforms. As such they place duties upon you, of which you must be aware.

YOU MUST

1. **Immediately** – notify us of all incidents that could result in a claim.
2. **Immediately** – pass to us any solicitor's Letters received in connection with an Incident.
3. Create and retain the following (and any Other relevant documents) in case a claim is received:
 - First Aid Report
 - Accident Book Entry
 - Health & Safety documentation including RIDDOR report.
 - Names and Addresses of witnesses to the accident.
 - Employee's earnings records if Applicable.

DO NOT

1. Delay, or assume that a claim will not be made.
2. Let witnesses leave before recording their details.
3. Lose, destroy or throw away records, important paperwork, or other evidence.
4. **IGNORE CLAIMS, DELAY OR RESPOND TO CLAIMS CORRESPONDENCE YOURSELF.**

Please note that delay could result in serious financial penalties and / or fines.

Employers Liability Insurance - (As applicable.)

The Employers Liability (Compulsory Insurance) Regulations 1998, which came into force on 1st January 1999, require you to :-

- a) **Retain Copies** – of Employers Liability Certificates for a **minimum of 40 Years**, starting with policies that incept or renew in 1999.
- b) Make the certificate available on request to the **HSE Inspectors**, who previously only had powers to see the current certificate.