



# **SOUTHERN FEDERATION of MODEL ENGINEERING SOCIETIES**

## **INFORMATION SHEET No. 5**

**DATE: DECEMBER 2007**

### **SUBJECT: INSURANCE CLAIMS & INCIDENTS**

All insurance claims or notification of incidents must be reported in the first instance direct to the Federation's insurance broker:

Send all correspondence to:

Angela Orford  
Footman James  
Waterfall Lane,  
Cradley Heath,  
West Midlands,  
B64 6PU

Tele: 0121 561 6210

E-mail: [angela.orford@footmanjames.co.uk](mailto:angela.orford@footmanjames.co.uk)

Clubs/societies are reminded that all accidents, or any incident that could possibly result in a claim being made, should be reported, even though those involved may have stated at the time that they do not intend to take the matter any further. Details of names and addresses of all parties involved, (and those of parents/guardians of any child under 16 years of age) should be recorded at the time of the incident. Additionally, as much information as possible with regard to the incident should be recorded at the time, as memory of such events can become somewhat clouded with the passing of time. Details of any injuries that are apparent at the time of the incident should be recorded, notwithstanding that the later medical examination reveals them to be of a more serious nature. **NO ADMISSION OF LIABILITY SHOULD BE MADE AT ANY STAGE.**

This notice supersedes the previous requirement that notification of claims and incidents shall, in the first instance, be made to the Southern Federation.

This information first appeared in the *Southern Federation News* dated December 2007.