**This claim form must be completed by the School or Service as soon as possible after a loss or damage has occurred. Completed claim forms must be sent to** [**risk@hw.ac.uk**](mailto:risk@hw.ac.uk)

**Important** – In the event of damage to property ensure emergency repairs are carried out as soon as possible. Schools and Services are responsible for all losses under the policy excess which is currently £5000.00. All losses/damage estimated over £5000.00 must be reported to the Risk and Audit Service without delay.

**Section A: must be completed in all cases where damage or loss has occurred.**

|  |  |
| --- | --- |
| Does the University own or lease the premises affected | Choose an item. |
| Incident Date | Click here to enter a date. |
| Time of incident | Click here to enter text. |
| Exact location where loss or damage occurred (please provide the name of the School/Service affected, the building name and exact location) | Click here to enter text. |
| If damage has occurred to property what remedial actions have been taken to mitigate further loss? | Click here to enter text. |
| Have you contacted Estates Service to obtain an assistance to mitigate further loss | Choose an item. |
| Who discovered the loss/damage? | Click here to enter text. |
| What caused the damage or loss? All incidents of theft must be reported to the Police without delay | Choose an item. |
| If the cause was fire, where did the fire start? | Click here to enter text. |
| If other is selected above please provide details | Click here to enter text. |
| Was the location occupied at the time | Choose an item. |
| What was the main factor that assisted the spread of fire? | Click here to enter text. |
| Provide a description of the damage caused to a building, area or assets and indicate a replacement cost if available | Click here to enter text. |

**Section B: Only to be completed if a theft has occurred –Important information: All incidents of theft must be reported to the Police without delay. If a stolen item was on loan to the University you must provide a copy of the loan agreement when returning the claim form.**

|  |  |
| --- | --- |
| Please provide the Police crime report number | Click here to enter text. |
| Name of the Police officer | Click here to enter text. |
| Please provide details of all security measures in place to protect the asset? | Click here to enter text. |
| Who has access to the asset? | Click here to enter text. |
| Are there signs or forcible and violent entry to the area? | Choose an item. |
| Is there CCTV present? | Choose an item. |
| Is the asset owned by the University? | Choose an item. |
| If no, is a loan agreement in place? | Choose an item. |

**Section C: Details of losses- Please provide a description of the items which have been damaged or stolen below. Please add or delete rows as necessary**

|  |  |  |
| --- | --- | --- |
| **Description of item(s) stolen or damaged** | **Purchase price** | **Replacement Cost** |
| Click here to enter text. |  |  |
| Click here to enter text. |  |  |
| Click here to enter text. |  |  |
| Click here to enter text. |  |  |
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| Click here to enter text. |  |  |

**Declaration -** By submitting this completed claim form I declare that all answers are true and correct

|  |  |
| --- | --- |
| Name: | Click here to enter text. |
| Signature: | Click here to enter text. |
| Job title: | Click here to enter text. |
| Phone number | Click here to enter text. |
| Email address | Click here to enter text. |