

# Office Insurance

## Insurance Product Information Document

**Company: Bspoke Commercial Limited on behalf of Accelerant Insurance UK Limited**

**Product: Commercial Combined (Office) Insurance Policy**

Bspoke Commercial Limited is authorised and regulated by the Financial Conduct Authority. Firm Reference No. 709456. Registered Office: Brookfield Court, Selby Road, Leeds, LS25 1NB. Registered in England & Wales. Company Number: 09284678.

Accelerant Insurance UK Limited is registered in England and Wales with the company number of 03326800 and the registered office of One Fleet Place, London, EC4M 7WS. Its trading address Lodge Park Business Centre, Lodge Lane, Langham, Colchester, CO4 5NE. Accelerant Insurance UK Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (firm reference number: 207658).

This information document provides a summary of the main covers, exclusions and restrictions of the Product. It is not personalised to Your individual selections. The full terms and condition of Your policy can be found in Your policy documentation.

### What is this type of Insurance?

An insurance policy designed to cover busy working offices and surgeries, giving You the flexibility to cover multiple locations on a single policy, and to extend cover to portable office equipment worldwide.



#### What is insured?

##### **Property Damage**

- ✓ Notified sums insured for office contents and stock
- ✓ Up to £1,000 for changing locks
- ✓ Up to £5,000 for property whilst at exhibitions anywhere within the Territorial Limits
- ✓ Loss of metered water/oil an LPG up to £2,500
- ✓ Up to £10,000 for Trace and Access
- ✓ Glass and sanitary ware

##### **Business Interruption**

- ✓ £250,000 loss of gross revenue up to 12 months Indemnity Period including:
  - ✓ Prevention of access
  - ✓ Public Utilities – gas, electricity and water
  - ✓ Up to £100 per day/£2,500 total for telecommunications
  - ✓ Book debts up to £5,000
  - ✓ Documents temporarily removed
  - ✓ Up to £25,000 for unspecified customers/suppliers
  - ✓ Notifiable diseases, food poisoning, defective drains and murder or suicide up to £25,000

##### **Money and Malicious Attack**

- ✓ Money in transit, in the premises during business hours, and in any bank night safe up to £3,000
- ✓ £3,000 Money in a locked unspecified safe outside business hours
- ✓ £500 Money at Your private residences or an employee and at the premises outside of business hours not in a locked safe
- ✓ Up to £300 Money in vending or gaming machines



#### What is not insured?

- ✗ The excess(es) shown in the policy Schedule

##### **Property Damage**

- ✗ Theft that does not involve entry to or exit from the premises by forcible and violent means or that does not involve actual or threatened assault or violence or use of force
- ✗ Theft from any garden, yard or open space unless cover is specifically included
- ✗ Theft by any employee or person lawfully on the premises
- ✗ Theft, riot, malicious damage, escape of water, oil or beer, accidental damage (if insured) and Damage to glass when the premises are unoccupied for 30 or more consecutive days
- ✗ Storm or flood damage to fences, gates and moveable property in the open or open sided buildings, unless cover is specifically included

##### **Liabilities**

- ✗ Liability arising from pollution or contamination unless caused by a sudden, identifiable, unintended and unexpected incident; the maximum liability of the company for pollution or contamination which is deemed to have occurred during any one period of insurance is £1m in aggregate
- ✗ Liability arising from advice, instruction, consultancy, design, formula, specification, inspection, certification or testing other than in connection with products supplied
- ✗ Liability arising from advice, design or specification provided by you or on Your behalf for a fee or for which a fee would normally be payable

- ✓ £10,000 death and disablements benefits following malicious attack
  - ✓ Weekly disablement benefit following malicious attack up to £100 per week for up to 104 weeks
- Continued Overleaf**



## What is insured? *Continued*

### **Liabilities**

- ✓ Employers' Liability up to selected limit?
- ✓ Public Liability up to selected limit
- ✓ Products Liability up to selected limit
- ✓ Indemnity for liability incurred under the Defective Premises Act 1972
- ✓ Legal Defence costs for liability incurred under:
  - ✓ Health and Safety at Work Act 1974
  - ✓ Food Safety Act 1990
  - ✓ Consumer Protection Act 1987
  - ✓ Data Protection

### **Goods in Transit**

- ✓ Up to £5,000

### **Key Person Cover**

- ✓ Up to £25,000 maximum policy benefit

### **Equipment and Computer Breakdown**

- ✓ Up to the limitations shown in restrictions

### **Optional Cover**

- ✓ Terrorism
- ✓ Buildings
- ✓ Additional increase cost of working
- ✓ Loss of rent receivable
- ✓ Work away
- ✓ All Risks (specified)
- ✓ Increased amounts for Commercial Legal Protection

- ✗ Liability arising from treatment given or administered (except for any treatments that have been specifically noted on the schedule), or any failure to give advice or treatment, or any lack of professional skill or duty
- Continued Overleaf**



## What is not insured? *Continued*

- ✗ Liability arising from errors in connection with the sale, supply, making up, prescribing or dispensing of any drug, medicine, medical, cosmetic or toilet preparation
- ✗ Liability arising from manual work away other than delivery or collection
- ✗ Liability arising from damage to property being worked upon where the damage is a direct result of the work undertaken
- ✗ Liability for damage to products supplied or the cost of repairing or replacing such products or costs incurred by anyone in recalling or replacing such products or costs incurred by anyone in recalling, removing, repairing, rectifying, replacing, reapplying or guaranteeing any product supplied
- ✗ Public and Products Liability excludes exposure to, inhalation of, fears of the consequences of exposure to/inhalation of, costs incurred in repairing, removing, replacing, recalling, rectifying, reinstating, or managing any property arising out of the presence of Asbestos



## Are there any restrictions on cover?

- ! Employers' liability is restricted to £10,000,000 any one event, other than in the special provision Terrorism where the limit is £5,000,000
- ! Standard Commercial Legal Protection is only available where turnover is less than £7.5million

### **Equipment and Computer Breakdown**

- ! Breakdown of machinery at the Premises other than Computer Equipment - £5,000,000
- ! Breakdown of Computer Equipment at the Premises - £25,000
- ! Additional costs necessary to make temporary repairs and expedite permanent repairs or replacement of damaged property - £20,000
- ! Cost of hiring a substitute item whilst repairs are being carried out or replacement item sought - £5,000
- ! Cost of reinstating data onto computer Media including where necessary cost of modifying or replacing computer equipment to achieve compatibility - £25,000
- ! Contamination of insured machinery by hazardous substances - £10,000
- ! Loss of oil tank contents - £5,000
- ! Measures taken to avoid breakdown which would otherwise have been covered by the policy - £5,000
- ! Own surrounding property Damage caused by steam explosion - £1,000,000



### Where am I covered?

- ✓ the United Kingdom, the Isle of Man and the Channel Islands
- ✓ a country which is a member of the European Union but only in respect of temporary Business carried out by You and any Employee normally resident in the United Kingdom, the Isle of Man and the Channel Islands
- ✓ elsewhere in the world in respect of temporary Business journeys by any person normally resident in the United Kingdom, the Isle of Man and the Channel Islands which do not involve manual labour or the supervision of manual labour



### What are my obligations?

You must make a fair presentation of the risk to Us at inception, renewal and variation of Your policy. This means that You must tell Us about all facts and circumstances which may be material to the risks covered by the policy in a clear and accessible manner and that You must not misrepresent any material facts. A material fact is one which would influence the acceptance or assessment of the risk. If You have any doubt about facts considered material, it is in Your interest to disclose them to Us.

Please check that all the information recorded in Your documents is correct. If there are any inaccuracies or omissions, please inform Us immediately. Failure to make a fair presentation of the risk could result in the policy being avoided, written on different terms and/or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

You must take all reasonable precautions to prevent loss or Damage and comply with any security or other loss prevention conditions in Your policy document. You must notify Us promptly of any event which might lead to a claim and follow the Claims Procedure set out in Your policy. For further details and any specific obligations relating to Your trade or Business activities following Our assessment of Your risk, please refer to Your policy documents.



### When and how do I pay?

Payment options should be discussed with Your insurance adviser.



### When does the cover start and end?

Your cover will start and end on the dates stated in Your policy documents.



### How do I cancel the contract?

You can cancel Your policy at any time during Your period of cover, subject to the notice period shown in Your policy. To cancel Your policy, contact Your insurance adviser.