

LSCC Incident/Accident Report Form

For Hut-related incidents: All hut users, including LSCC members: Please fill in what details are appropriate, to report **any** incident or accident which takes place **in or around an LSCC Hut** and which results in personal injury or damage to property. Return to the Hut Custodian or Hut Bookings & Finance Secretary ASAP and no later than 21 days after the incident. If urgent (eg a broken window), contact by email/ telephone initially. If the incident or accident could give rise to a claim against you, you should also inform your insurers.

For Activity-related incidents: LSCC members only: use this form to report an activity-related incident or accident which takes place on a meet: Return to the LSCC Secretary. If the incident or accident could give rise to a claim against you, you should also inform the club insurers, currently Howden.

For further information and contact details see the MS website for current Combined Liability Insurance cover for LSCC Members.

<http://mountaineering-scot-insurance.co.uk/report-incident>

http://mountaineering-scot-insurance.co.uk/uploads/documents/mountaineering-scot-insurance//MS_Combined_Liability_Claim_Report_Form_2018.pdf

		Notes
1	Person completing the form Name Address Tel	
2	Incident/Accident Place Date & Time Circumstances	
3	Injured Person(s) Name & DOB Occupation Address Tel Email Details if hospitalised/medical treatment (what & where)	

4	Property Damage Name Address Tel Full details of damage		
5	Any Witnesses Name Address Tel Email		
6	Any additional Info/Comment/Opinion		
7	Signature Print Name Date		

WHY THIS FORM IS IMPORTANT

In order to make a claim under the MS Combined Liability Insurance, the Insurers, via their Brokers, must be notified as soon as possible following the incident or accident. This notification should be made by **both** parties, ie, the injured party who may be making a claim for damages and the party who may ultimately be held responsible to pay for those damages and who would then seek cover under their MS Combined Liability policy to pay for them.

WHAT HAPPENS NEXT

Once the form is submitted to the Hut Booking & Finance Sec for personal injury or property incidents at one of the LSCC Huts, or to the LSCC Hon Secretary for activities- related injuries on an LSCC meet, the LSCC Main Committee will promptly review it, possibly seeking further details and clarification and decide if a notification to the insurers should be made by the Main Committee. (Or simply left to the individual member)

In all cases, if you are the person who could be held responsible for the damages (because you are ultimately found to have caused the property damage or the personal injury) you should notify your Insurers, or their Broker, directly whether you are covered under the MS Combined Liability Policy or another Policy for public liability.