

In the Event of Third-Party Property Damage or Injury (Public Liability Claim)

Ensure the third party is uninjured- if not, call 999 and, in the interim, provide relevant first aid

Secure the area to prevent further damage or injury

Take photos of the scene

Take note of the contact details of all witnesses

If CCTV is available, ensure it is saved for future use

Complete your on-site Accident book and inform management and/or Health and Safety officer

Report the incident to D2

Do not reply to any solicitor's letters – send these immediately to D2

In the Event of an Injury to an Employee (Employment Liability claim)

Ensure the employee is not seriously injured - if so, call 999 and, in the interim, provide relevant first aid

Secure the area to prevent further damage or injury

Take photos of the scene

Take note of the contact details of all witnesses

If CCTV is available, ensure it is saved for future use.

Report the incident to D2

Do not reply to any solicitor's letters – send these immediately to D2

In the event of Theft of Property

Report the theft immediately to the police.

If CCTV is available, retain a copy for insurers.

Complete the available Property claim form and upload to D2 (website address)

In the event of Property Damage

Ensure your property is safe and secure – if not, you can instruct *emergency* repairs

If CCTV is available, retain a copy for insurers.

Complete the available Property claim form and upload to D2 (website address)