

University of Greenwich
Insurance Strategy and Policy

Summary

The University of Greenwich is required to provide insurance cover to meet statutory requirements. Insurance is also arranged to meet contractual and legal obligations in respect of property leases and bond holdings. In most other circumstances cover has been effected as a defence against the financial consequences of a significant risk event occurring. In these circumstances, insurance is not a substitute for good risk management, but a financial safety net. It is against this background that the Insurance Claims Strategy and Policy has been formulated.

1 Aims

The aims of this policy are primarily to support Greenwich's objectives, but specifically to:

- Support Greenwich's risk management strategy and objectives, and reduce the overall cost of risk events.
- Provide a 'customer' focussed claims handling system
- Ensure claims are dealt with efficiently and cost effectively
- In appropriate circumstances to take action to recover the costs of claims and uninsured losses
- Keep future premium costs to a minimum
- Provide Greenwich with high quality management information in order to:
 - Identify and act upon trends
 - Formulate future Health & Safety and Risk Management strategies
 - Secure the best available insurance solutions
 - Enable Greenwich to identify future insurance needs

2 General principles

- Insurance should not be used as a substitute for effective risk management.
- All insurance will be arranged in conjunction with Risk Management principles and with appropriate advice from experts in the insurance market.
- The University will seek to ensure that all claims are treated fairly
- Claims falling within a policy excess will be charged to the budget holder who is deemed responsible for taking the “risk”
- In appropriate circumstances, the University will seek to recover losses from third parties where they are considered to be liable
- Where a claim is deemed to be “spurious” it will be investigated and appropriate action taken in accordance with Anti Fraud and Disciplinary policies & procedures.
- The University will seek to provide comprehensive and proportionate insurance cover for its educational, research, teaching and commercial activities, and where doubt exists clarification should be sought from the nominated Insurance Manager.

3 Legal & regulatory requirements

3.1 Employer’s Liability

Greenwich is required by law – the Employer’s Liability (Compulsory Insurance) Act 1969 - to take out Employer’s Liability Insurance. The current Certificate is made available for all staff on the University web site at <https://www.gre.ac.uk/about-us/governance/insurance> in accordance with the requirements of the Employer’s Liability (Compulsory Insurance) (Amendment) Regulations 2008

3.2 Public Liability

Public Liability is not a legal requirement but it is good business practice. It is also usual for third parties with whom the University engages to require the University to have this cover in place.

3.3 Motor Insurance

It is a legal requirement that all motorists must have valid insurance to cover the vehicle which they are driving.

3.4 Other Insurances

The University takes due regard of its risk environment and contractual obligations in determining the extent and value of insurance cover in other areas, such as Professional Indemnity, Property and Travel Insurance. A summary of covers can be found on the University website at <https://www.gre.ac.uk/about-us/governance/insurance>.

- 3.5 The University is a member of U M Association Ltd (UMAL) for cover against property and business interruption terrorism risks. UMAL is a discretionary mutual association owned by over 150 Higher Education and Further Education Institutions, formed to provide an alternative to traditional insurance. Self-management of the pool created by retaining funds in respect of such claims permits members to control the Association’s costs, pricing and the cover provided. Traditional insurance is purchased in the general insurance market by the Association for catastrophe claims.

4 Who has responsibility

- 4.1** The primary responsibility for the communication and implementation of this strategy and policy lies with the University Secretary, acting through their nominated Insurance Manager.
- 4.2** Suitably qualified and experienced senior managers are responsible for agreeing the overall scheme of insurance, which is reviewed annually.
- 4.3** Day to day management of Greenwich's insurance function is the responsibility of the person nominated to be the Insurance Manager, supported by Senior Executive Officers in the Vice Chancellor's Office and NRI. The Insurance Manager has authority to manage the insurance budgets on behalf of the University, including:
- The payment of insurance premiums
 - The apportionment of insurance premiums to other institutions where insurance costs are shared
 - Recharging elements of insurance costs and claims not covered by the central budget (including, for example, excesses payable or uninsured losses) to other budgets/cost centres
 - Dealing with and authorising Ex Gratia Payments within limits agreed from time to time by the Finance Committee
 - The recovery of uninsured losses from third parties where liability can be established.
- 4.4** A report is made each autumn to the Finance Committee which scrutinises the insurance scheme for the year, together with any changes to policy. The report includes:
- Claims Performance
 - Analysis of Costs
 - Summary of Covers
- 4.5** All staff:
- have a shared responsibility to manage risks effectively and thereby reduce the university's reliance on insurance as a means of reducing the financial consequences.
 - must report claims and insurable losses immediately to the insurance team.
- 4.6** Operational responsibilities are set out in the detailed procedures and guidance notes.

5 How is the policy applied

- 5.1** The procedures and guidance notes provide detailed instructions.

6 Training

- 6.1** Specialist training and advice is primarily provided through Greenwich's insurance brokers.
- 6.2** General advice is provided to university staff and students by the insurance team.

7 Communication

7.1 Communication is achieved through a range of methods including:

- Greenwich's main website
- Reports to appropriate committees
- Ad hoc, one-to-one email communications via insurance@gre.ac.uk

8 Monitoring and review

8.1 The effectiveness of the strategy, policy and procedures are monitored through:

- Claims management reporting
- Exception reporting - Accident and Incident Forms, insurance claims, etc
- Internal Audit

8.2 The Insurance Manager, with the University Secretary, will review this policy and the supporting procedures at least every three years.

9 Important links

9.1

Greenwich insurance web pages <https://www.gre.ac.uk/about-us/governance/insurance>

Greenwich risk management web pages <https://www.gre.ac.uk/about-us/governance/risk-management>

10 Related policies & procedures

University Risk Management Policy <https://docs.gre.ac.uk/rep/vco/risk-management-policy>

Health & Safety Policy Statement <https://www.gre.ac.uk/about-us/governance/safety/policy>

Insurance Claims Procedures <https://www.gre.ac.uk/about-us/governance/insurance>

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