

Property Damage / Business Interruption

Insurer: AXA XL Insurance Company UK Ltd (30%)
Risk Management Partners (20%)
Chubb European Group SE (15%)
Liberty Specialty Markets (10%)
Allied World (10%)
Swiss Re Corporate Solutions (10%)
Allied World (7.5%)
Endurance Worldwide Insurance (7.5%)

Policy No: UK00005103PR24A

Policy Period: 2 July 2024 to 1 July 2025

Section A Property Damage

1. Cover Specifications

The policy provides cover for physical loss or damage to University owned property, including equipment in University owned buildings as well as leased properties providing that the Insurers have been notified specifically of the location, nature and replacement value of the equipment, as a consequence of the following peril:

Fire, lighting, explosion, aircraft or other aerial devices or articles dropped therefrom, riot, civil commotion, strikers, locked-out workers, persons taking part in labour disturbances, malicious persons (other than thieves), earthquake, storm, flood, escape of water from any tank, apparatus or pipe or impact by any road vehicle or animal.

The following covers are **NOT** provided:

- personal property on University premises;
(NB: Staff and students are advised to have their own home insurance to cover their personal property at their work/study place.)
- University property which is provided to staff and students for their personal use, such as tablet, laptop, mobile phone, camera, etc and the associate accessories provided with it (protective cases, power cables, network cables, stylus, etc);
- general computer equipment (see definition¹ of “computer equipment” and the specific exception² in the policy);
- Cyber loss, including damage, liability, claim, expenses of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any Data;

¹ ‘Computer equipment’ means any computer hardware (such as laptop, desktop computers, desktop printers) and its peripheral devices including interconnecting wiring and media used for electronic processing, communication and storage of data, that is any external storage devices, software and data back-up that are no integral to the computer system that they are being used on (such as memory cards, external detachable hard drives).

² High performance IT system which has been identified as capital asset in a content valuation exercise is included in the general definition of contents, and is excluded from the definition of computer equipment.

- recovery of electronic data³, including research and engineering or any costs of recreating, gathering or assembling the Data;
- documents, manuscripts and business books, etc, including the information recorded on them.
- fine arts and special collections, which are insured separately under the Fine Arts Insurance;
- any non-University owned property, unless an insurance requirement is specifically stated in a contract or loaned agreement;
- loss or damage as a result of normal wear and tear, or gradual deterioration;
- deterioration of stock, including freezers/freezer contents that were damaged as a result of direct damage to the freezer, i.e. power cut, damage to supplier feed, failure of the University electrical system;
- loss or damage to property resulting from a criminal act of University personnel;
- loss or damage to property arising from negligent or wilful misuse, including freezers/contents that were damaged or lost as a result of operator errors such as tripped fuses, leaving freezer doors open, forgetting to top up the fuel source, etc;
- damage to property as a result of changes in environment, or mechanical/electrical breakdown, or electromagnetic derangement, unless caused by a peril listed at the above;
- loss or damage to unoccupied buildings caused by freezing/escape of water, or malicious persons;
- loss or damage to property if the item is moved by non-approved operator or contractor;
- property of tenants, including their own fixtures and fittings, on University premises;
- loss or damage arising from theft of contents, unless it is caused by a police reportable incident involving forcible and violent entry to or exit from a building;
- loss arising from theft of money, credit cards or securities of any description, token or gift coupon;
- loss or damage arising from theft of beer, wines, spirits, cigarettes and tobacco;
- loss or damage arising from theft of property in the open;
- damage to moveable property in the open, fences and gates caused by wind, rain, hail, sleet, snow, flood or dust;
- unexplained losses of property;
- loss or damage to property arising from subsidence, ground heave or landslip (unless resulting from fire, explosion, earthquake or escape of water), and normal settlement or bedding down of new structures;
- Property in motor vehicles licensed for road use including their accessories thereon, caravans, trailers, railway locomotives, rolling stock, watercraft, aircraft or spacecraft unless they are specifically mentioned as insured.

2. Contract Works Clause (Existing Structure Only)

Cover provided extends to include:

- Damage to permanent works and temporary works which are erected, or are in course of erection, in performance of a Contract⁴ at the Premises and the materials and all other

³ Electronic data should be back up regularly and the back-up should not be stored in the same location of the original data. Hard data (i.e. handwritten note on research lab book) should be back up regularly via electronic means, such as scanning or taking an image of the pages.

⁴ The words “Contract” shall mean any contract with the University as employer for the extension to or refurbishment of existing Buildings cover under the Policy with a construction period not exceeding 12 months in duration.

property of whatsoever nature or description for incorporation, therein, but excluding fines and penalties assumed under the Contract;

- Damage in respect of contract works being carried out at any of the Premises.

Where required, the University will include the interest of the contractor and/or sub-contractor on the Policy.

The liability of the University under this Contract Work Clause should not exceed the sub-limit.

3. Summary of Indemnity Limits

Description	Cover Basis	Sum insured
Building and contents	Reinstatement	As declared at renewal
Telescopes and related structures	Reinstatement	As declared at renewal
Library stock ⁵	First Loss	£50,000,000
Value added tax	First Loss	£70,000,000
General office furniture	First Loss	£10,000,000
Debris Removal ⁶	First Loss	£15,000,000
Site & external works ⁷	First Loss	£15,000,000
Artificial sport pitch	First Loss	£2,000,000
Removable contents of mobile lab		£367,675

Section B Business Interruption

- 1 The policy covers any loss of gross revenue and reasonable additional expenditure* necessarily and reasonably incurred in order to effectively continue administration and maintain services as a result of an interruption to the business following a loss of or damage to the insured property arising out of the insured perils.

In respect of increase in cost of working, the amount payable shall be less any sum saved during the indemnity period in respect of such of the charges and expenses of the business payable out of gross revenue as may cease or be reduced in consequence of the damage.

- 2 Indemnity Limits

Insured Items	Sums Insured
Gross Revenue (max indemnity period 60 months)	£50,000,000
Increase in cost of working	Included within Gross Revenue Item
Fines and penalties	Nil

⁵ The policy covers the cost of replacing or repair books, manuscripts, maps, etc based in Universities libraries and storage sites. It does not cover personal books, manuscripts, maps, etc in academic offices.

⁶ 'Debris removal' covers the cost of expenses necessarily and reasonably incurred in (i) removing debris of, (ii) dismantling or demolishing, (iii) shoring up or propping of the property following damage. It does not cover any costs of expenses incurred in removing debris.

⁷ 'Site & external works' include walls, fences together with site utilities infrastructure (including steam generation and distribution, water and gas mains distribution, electric power distribution, CCTV system) and computer core, edge and cable network infrastructure

A Overall Indemnity Limit in respect of Property Damage and Business Interruption

The overall limit is subject to a combined maximum of £300m in respect of Property Damage and Business Interruption or the sub-limits whichever the lesser.

1 Sub-Limits in respect of Property Damage

Property Damage Items	Limit in respect of any one Occurrence
Capital additions	£2,500,000
Cleaning of drains	£50,000
Contract works (existing structures only)	£35,400,000
Exhibitions extension	£50,000
Expediting expenses	£250,000
Extinguishment expenses	£100,000
Gas flooding – accidental discharge	£50,000
Goods-in-transit	Nil
Inadvertent omissions	£2,500,000
Involuntary betterment	£100,000
Landscaping	£50,000
Leased premises	£100,000
Locks and keys	£75,000
Loss reduction expenses	£50,000
Metered gas water or electricity	£25,000
Motor vehicle accumulation	£250,000
Professional fees	£35,000,000
Public authorities	£1,000,000
Removal of debris	£15,000,000
Temporary removal	£250,000
Temporary removal (documents)	£250,000
Trace and access	£75,000
Unspecified third party storage locations ⁸	£250,000

2 Sub-Limits in respect of Business Interruption

Business Interruption Items	Limit in respect of any one Occurrence
Administrative shutdown	£500,000
Customers – specified	Nil
Customers – unspecified	Nil
Denial of access	£10,000,000
Transit	£100,000
Utilities (Premises)	£10,000,000
Utilities (Terminal ends)	£10,000,000
Inter-group dependency	£1,000,000
Inter-group dependency	£1,000,000
Outstanding debit balances	£250,000
Rent receivable	Included within Gross Revenue Item
Research and development expenditure	Nil
Royalties	£100,000

a⁸ Cover is restricted to the perils of fire, lightning, explosion and aircraft only.

3 Sub-Limits in respect of Property Damage / Business Interruption

Property Damage / Business Interruption combined	Limit in respect of any one Occurrence
Automatic acquisitions	£2,500,000
Computer breakdown	£250,000
Incompatibility of undamaged computer records	£50,000
Computer reinstatement of data	£250,000
Computer increased costs of working	£250,000

B Deductible

- £500,000 applicable to Escape of Water peril
- £500,000 applicable to Fire, Lightning and Explosion
- £100,000 applicable to All Risks including Theft and Subsidence

C Condition

It is a condition of the policy that the University has taken reasonable care of its properties, including:

- complying with all regulations imposed by any authority;
- complying with manufacturers' recommendations in respect of plant, machinery wherever reasonably practical;
- taking action to minimize damage and to avoid interruption or interference with the business and to prevent further damage or injury.

In the event of a claim on the policy, the loss adjustor / claims investigators may take a view that risk management was so poor that cover no longer applies, in which case the claim would be regarded as unacceptable or invalid. Therefore, every risk should be managed appropriately and in line with University management policies or procedures, such as but not restricted to, security and fire safety precautions for buildings and equipment, teaching and research procedures, health & safety procedures.

It is the responsibility of the Schools and operational managers to ensure that the activities are risk managed.

Notification of Changes

- 1. Buildings that are managed by the University Estates should be routinely valued, recorded and notified to the Insurers. The University must notify the Insurers of changes in the property schedule and significant changes in the value of capital asset in a building.**

The Directorate of Estates and Facilities must inform the Insurers via the Insurance Office as soon as possible of any change to the property schedule in the following circumstances:

- a) Completion of new buildings, or acquisition of building, including leased property where insurance is required under the terms of contract agreement
- b) Completion of major refurbishment work, including alteration, additions or improvement to buildings, which exceed £2m in value
- c) Disposal or demolition of any existing buildings
- d) Any building becoming empty, disused or unoccupied
- e) Any changes in respect of the use of buildings

For (a) & (b), the Directorate of Estates and Facilities must complete an insurance notification form "*UoM_Completion of Work*" and send to the Insurance Office at least 21 working days before the completion or handover day.

- 2. Contents which the University are responsible for must also be valued, recorded and notified to insurers. The reinstatement value of an equipment/capital asset should exclude VAT, but include any delivery and installation costs where they exist.**

The University must notify the Insurers of any significant change of capital asset of total value £1m or more across the campus. This includes new purchase as well as movement of capital asset into a single location.

Local operational managers are responsible for monitoring their capital assets and regularly reviewing the contents held in their area. Faculty/School/Professional Service must notify the Insurers via the Insurance Office of any significant change of capital asset in their area. In the event of an incident where a claim is required, the University will be asked to provide details of lost contents or forfeit replacement.

The Faculty/School/Professional Service must complete an appropriate asset change form and send the completed form to the Insurance Office.

- a) Acquisition of new asset of value >£100k – "*UoM_New Asset Acquisition*"
- b) Disposal of any asset of value >£100k – "*UoM_Asset Disposal*"
- c) Movement of any asset of value >£100k between premises – "*UoM_Asset Transfer*"

(NB Movement of asset within a building does not require to notify the Insurers. Local manager should record the change internally and complete "*UoM_Asset Transfer*" form, and send it to the Insurance Office to keep the asset database up-to-date for the purpose of making potential insurance claims.)

- 3. The Faculty/School/Professional Service must notify the Insurer via the Insurance Office of any loaned equipment of more than £250k in value on University premises, or where insurance cover for the loaned equipment is required by the third party under a contract agreement.**
- 4. The Faculty/School/Professional Service must notify the Insurance Office if any University owned equipment of value greater than £50k is temporarily removed from the University premises.**

Claims Requirements

1. It is a condition that in the event of damage of the type covered under Property Damage / Business Interruption sections, we must
 - Notify the Insurer as soon as reasonably practicable
 - Notify the police authority immediately it becomes evident that any damage has been caused by theft or attempt theft or by malicious persons
 - Carry out and permit to be taken an action which may reasonable be practical to prevent further damage and minimize any interruption of, or interference with the University operation or avoid any future loss
 - Provide to the Insurers full information in writing of the property involved and of the amount of damage
 - Within 30 days after damage (7 days in the case of damage caused by theft or attempted theft or malicious persons) deliver to the Insurers the documents, proofs, information, explanation, invoices and other evidence as may reasonably be required by the Insurers for the purpose of investigation or verifying the claim

2. The Insurers require the University to keep records of minor incidents where damage to capital assets is below the excess value.
 - Faculty/School/Professional Service must report incidents of damage to capital assets and notify the Insurance Office via the University's [Accident/Incident/Ill Health Notification Form](#), ensuring that the box "Damage to property" is checked.

See detailed in [Reporting Incidents of Damage to Capital Assets](#).

In an event of an incident / Claim Procedures

Immediate action:

- Keep the place secure and safe as soon as possible. Consider whether utilities need isolating and the possibility of structural damage or other dangers.
- Undertake essential clean-up work, such as clearing up flood water, where necessary. Where drains have been inundated water is likely to contain sewage or other contaminants; restrict exposure to this and remember that contamination will remain even after the water has subsided.
- Remove items where necessary to prevent further damage.
- Preserve evidence, such as any failed joints/pipework, or know where it can be obtained. Take photos of any such items in situ, including their surroundings, prior to removal
- Take pictures of the scene before and after if any item has to be moved or essential cleaning up has to be done.
- Obtain details of who discovered the incident and obtain a short statement of what they found or see, and any unusual events that occurred beforehand.
- Obtain details of any emergency personnel called to the scene, such as plumbers, security staff, and ask them to provide a written record of what they saw on arrival and what actions or remedial works were carried out.
- Obtain contact details of anyone involved, including those who carried out any remedial work and any subcontractors.
- Notify the Insurance Office of the incident.

[Note: apart from the immediate actions needed to keep the scene safe and secure, DO NOT interrupt the scene until the loss adjustor has come to do the assessment.]

Day 1:

- Identify which equipment or material is affected.
- Identify any critical equipment or material which needs to be restored as soon as possible.
- Identify any hazardous material, including asbestos in the damaged building.
- Identify any stakeholder and prepare communication as required.
- Obtain details (including dates) of any previous maintenance/remedial work carried out .
- Obtain details of any commissioning checks undertaken on suppliers and a copy of any commissioning reports. Collate contractors' insurance details (which should be in tender pack).
- Arrange meeting with the Insurers and loss adjustor with key stakeholders.

Week 1:

- Identify location to store temporarily the damaged equipment for cleaning or assessment purpose where possible.
- Contact the suppliers or manufacturers for quote; and to arrange their engineers to assess the damaged equipment with the loss adjustor as soon as possible.
- Organise and send out purchase orders to suppliers as soon as possible for any repair work to avoid post-incident damage.
- Identify alternate location/space as well as alternate equipment to continue operation as soon as possible.
- Set up a specific account code and keep a record of expenditure incurred on a spreadsheet, including any VAT recovery.
- Record any new purchase and any asset being disposed of; and update the capital asset list accordingly.

[Note: DO NOT purchase any new equipment or dispose of any damaged equipment before discussing with the loss adjustor and seeking his/her agreement. Otherwise, the cost may not be covered.]

- To consider any requirement for additional expenditure and discuss the value with the loss adjustor.

[Note: School/Unit must provide full details of the claims for additional expenditure in writing to the insurers, together with any evidence and information that may be reasonably required by the insurer for the purpose of investigating or verifying the claim.]

Post-incident:

School manager should work with the Estates and the Insurance Office to review their internal policy and process as well as their risk assessment, and consider any resilience strategy and mitigation action to avoid similar incident and minimize damage in the future.

Note: It is of the interest of the University that operational managers work closely with the Loss Adjustor and take appropriate actions to prevent further damage to property/equipment, and liaise with manufacturer to repair equipment as soon as possible to prevent unnecessary additional costs incurred.

Completion of Work – Estates Notification Form

A General Information		
A1	Building Name:	
A2	Asset reference number (see Estates and Management Unit):	
A3	Full address including post code (not University generic post code):	
A4	Does the project involve the following: a) a new build b) a newly purchased property c) a newly leased property d) major refurbishment of an existing building	
A5	Type of building – residential, commercial, academic building / listed building (incl grade)	
A6	Nature of the building – brick, stone, glass, concrete, portal frame, etc.	
A7	Number of storeys	
A8	Fire protection system / Fire door rating	
A9	Gross internal floor area:	
A10	Name(s) of occupant(s) Status of occupant(s) – University unit / University subsidiary / non-University unit If they are current occupants elsewhere in the University, indicate which building(s) they come from.	
B Building Reinstatement Cost		
B1	For new build: • Construction Costs (excl VAT): • Anticipated final total cost (incl VAT and professional fees):	

B2	For newly purchased property <u>or</u> existing building after major refurbishment that may affect the value of the building – <ul style="list-style-type: none"> • Reinstatement Cost of the property (excl VAT) • Full reinstatement cost (incl VAT and prof fees) <i>(Contact the Estates and Management Unit for the a evaluation of the building)</i>	
B3	Date when building insurance is required	
C Content Value[†]		
C1	Cost of new contents/equipment (excl VAT): <i>* items over £50k need to be identified separately giving details of the equipment including name of manufacturer, model reference and location within the building and the cost (copy of purchase order / invoice for confirmation of value)</i>	
C2	Approximate cost of contents/equipment (excl VAT) being relocated from other building(s): <i>* items over £50k need to be identified separately giving details of the equipment including name of manufacturer, model reference and new location within the building and the last valuation cost</i>	<i>*CR/PM to liaise with Faculty Estates teams with a view to them prompting the new occupants/clients to provide this information direct to the Insurance Office</i>
C3	Estimated total content value (excl VAT) Estimated total content value (incl VAT and any other fees)	
C4	Date when content insurance is required	

† School/Unit is required to complete the appropriate notification form for any newly purchase, disposed or relocated asset.

Please confirm that these details have been passed to the University's Insurers and insurance cover will be in place on Practical Completion of the Works

Name	Date
Job role	Contact Tel



The University of Manchester

ASSET TRANSFER FORM

Following the 2016 insurance revaluation exercise the University Insurance Department is looking to introduce a system that helps to keep track of asset movements around the campus. To help us achieve this we have produced asset acquisition, disposal and transfer forms. Each department has been sent a list of major assets (those with a replacement cost greater than £50,000) and It will be helpful if each department can keep a record of any assets on the list that are disposed of or transferred to a different location. Any new additions should be included on the asset acquisition form. Once completed these forms should be returned to the Insurance Office in Simon Building.

School/Unit	Officer in charge	Date of change	Manufacturer	Model / Type	Description	Serial Number	Internal barcode number (if applicable)	Building from	Room from	Building to	Room to

Please return the completed form to the Insurance Office (email: insurance@manchester.ac.uk)

ASSET ACQUISITION FORM

Following the 2016 insurance revaluation exercise the University Insurance Department is looking to introduce a system that helps to keep track of asset movements around the campus. To help us achieve this we have produced asset acquisition, disposal and transfer forms. Each department has been sent a list of major assets (those with a replacement cost greater than £50,000) and it will be helpful if each department can keep a record of any assets on the list that are disposed of or transferred to a different location. Any new additions should be included on the asset acquisition form. Once completed these forms should be returned to the Insurance Office in Simon Building.

School / Unit	Officer in charge	Date of Purchase	Manufacturer	Model / Type	Description	Serial Number	Internal barcode number (if applicable)	Building	Room	PURCHASE COST

Please return the completed form to the Insurance Office (email: insurance@manchester.ac.uk)



The University of Manchester

ASSET DISPOSAL FORM

Following the 2016 insurance revaluation exercise the University Insurance Department is looking to introduce a system that helps to keep track of asset movements around the campus. To help us achieve this we have produced asset acquisition, disposal and transfer forms. Each department has been sent a list of major assets (those with a replacement cost greater than £50,000) and it will be helpful if each department can keep a record of any assets on the list that are disposed of or transferred to a different location. Any new additions should be included on the asset acquisition form. Once completed these forms should be returned to the Insurance Office in Simon Building.

School/Unit	Officer in charge	Date of change	Manufacturer	Model / Type	Description	Serial Number	Internal barcode number (if applicable)	Building	Room	Insurance Value

Please return the completed form to the Insurance Office (email: insurance@manchester.ac.uk)