

Liability Claims Information Sheet

Liability Claims

Accident Reporting

Reporting accidents is **critical**, whether resulting in a formal claim or not. It notifies your insurers so they may act immediately if a claim is made, lowers your claim costs and simply means your business will get the right advice sooner.

Notify **us** or **your insurer** (depending on your service level) **as soon as possible**, this allows us to assist and advise you from the beginning and help keep your costs as low as possible. You can report your incidents directly to our claims team via:

- **Ascend Claims App**
- **Email:** claims@ascendbroking.co.uk
- **Telephone:** 01245 449069

In the event of a public or employers liability claim, please make sure to provide the following documents relating to the incident:

- Accident book entry
- First Aider/Surgery report
- Internal investigation report
- RIDDOR form (if reportable)
- Pre and post-accident risk assessment
- CCTV footage
- Training records
- Wage information
- Any other relevant documents relating to this incident which you may have