

Master Tradesman

Policy Summary

The Master Tradesman product is designed to meet the demands and needs of self-employed persons and small businesses (including limited companies) undertaking a variety of manual, clerical and professional trades who wish to protect their business.

As standard, the policy will provide cover for:

Public and Products Liability

The following optional additional covers are also available:

- · Employers' Liability
- Contract Works
- Own Plant
- Hired in Plant
- Tools
- · Goods in Transit

This Policy Summary does not describe all the terms and conditions of your policy, so please take time to read the policy document to make sure you understand the cover it provides.

Your cover is valid for 12 months and is renewable annually.

Registration and Regulatory Information

This insurance cover is provided by Covea Insurance plc, Norman Place, Reading, Berkshire RG1 8DA. Registered in England and Wales No. 613259.

Covea Insurance plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Its Firm Reference Number is 202277.

You can check this on the Financial Services Register by visiting the FCA's website www.fca.org.uk/register or by contacting the FCA on 0800 111 6768.



Significant features and benefits of the policy

The table below shows the benefits of this policy and the maximum amounts we will pay in the event of a claim:

Description	Cover
Public and Products Liability (Compulsory) Legal liability for injury, illness or disease to any member of the public and damage to their property occurring during the period of insurance and arising out of the business	Limits of Indemnity available: £1 Million £2 Million £5 Million
Employers' Liability (Optional) Legal liability for injury, illness, death or disease of any employee caused during the period of insurance and arising out of the business of the insured	£10 Million Limit of Indemnity
Tools Cover (Optional) Damage to hand tools and hand held portable tools owned for use in connection with the business including loss or theft from unattended vehicles	If required all manual principals, partners, directors and/or employees must be included for the same level of cover Maximum limits available: £1,250, £2,500 or £5,000 A limit of £500 or 20% of the sum insured whichever is greater applies in respect of any one tool
Goods in Transit (included with Tools Cover) Damage to goods pertaining to the business whilst in or on or being loaded into or onto or unloaded from any motor vehicle owned by or operated under the direct control of the Insured	£500 Maximum Limit any one occurrence

Significant features and benefits of the policy

Description	Cover
Contract Works (Optional) Damage to temporary and permanent works executed by the insured including materials supplied or used in connection with the contract	Limits of cover available: £100,000 £250,000 £500,000
Own Plant (Optional) Damage to constructional plant tools and equipment owned by the insured	Limits of cover available: £10,000 £25,000 £50,000
Hired in Plant (Optional) Damage to constructional plant tools and equipment hired in by the insured	Limits of cover available: £10,000 £25,000 £50,000
Accidental Death Cover Accidental death of any insured person caused by a sudden unexpected event following an accident within the territorial limits	£10,000 for any one event

Significant features and benefits of the policy

continued

Description

Significant features and benefits of the policy

- Up to 10 employees can be included on the policy
- Automatic temporary employees extension for up to 50 working days per year
- Health and Safety at Work Act legal fees and costs
- Wide work definition for most trades
- Legal liability arising out of the Defective Premises Act (1972)
- Legal liability for work carried out by bona fide subcontractors working for you
- Contingent Motor Third Party Liability in respect of vehicles used in connection with the business
- Contractual liability
- Corporate manslaughter cover
- Cross liabilities
- Court attendance costs
- Indemnity to Principal
- Work overseas extension for non-manual temporary work undertaken anywhere in the world
- No minimum premium
- No Claims Discounts available earning up to 20% for 4 or more claims free years
- Option to pay by Instalments (via Direct Debit)
- Dedicated Commercial Claims Careline 0330 024 2266 operated 24 hours a day, 365 days a year, by staff trained in managing commercial claims
- Free 24 hour Business Legal Helpline

The table below shows exclusions that are contained in your policy and where they can be found. For full details of the exclusions, please refer to the policy document.

Description	See Policy Document
Public and Products Liability Section	
Excesses:	
General property damage:	
• £100 increasing to £250 or £500 for certain trades	Endorsement 4
 Damage to Underground pipes, cables or services − £500 	Page 27
 Damage to property caused by or arising from the application of heat ±500 	Page 27
• The general property damage excesses is doubled for the first period of insurance only if less than 2 years experience in the trade	Endorsement 5
 Additional employees not covered by the temporary employees extension that are taken on during the period of insurance and Covéa Insurance is not informed within 14 days – £500 	Page 20
General:	
 Damage to property owned by hired to or in the custody or control of you or any insured person 	
 Bodily injury or damage arising from or contributed to by any design plan specification or advice provided (a) for work not undertaken by you 	Page 26
(b) by any architect, quantity surveyor, or consulting engineer or(c) by any person other than you	
• The cost of:	Page 26
(a) rectifying defective workmanship;(b) repairing or replacing faulty goods supplied or work carried out	J
Insurance required under clause 6.5.1 of the standard form of building contract or any similar clause	Page 21
Bodily injury or damage arising from the failure or partial failure of any fire, security or warning device to fulfil its intended function	Page 26

Description	See Policy Document
• Liability arising from the ownership or use of mechanically propelled vehicles for which compulsory insurance is required by any road traffic legislation	Page 26
Injury to employees	Page 25
Injury or damage arising from work involving asbestos	Page 27
Terrorism	Page 14
Employers' Liability Section (Optional) General:	
 Injury when the employee is entering or getting onto, travelling in or alighting from a motor vehicle in circumstances where road traffic legislation requires insurance or security 	Page 32
• The use of power driven woodworking machinery other than portable tools applied to the work by hand	Endorsement 14
Tools Cover Section (Optional) Excesses:	
• Theft from unattended motor vehicles – £250	Page 34
• All other claims − £60	Page 34
General:	
\bullet Any single article exceeding £500 or 20 $\!\%$ of the sum insured whichever is greater	Page 33
• Loss or damage to tools whilst lent out or hired out	Page 33
 Damage to tools from wear and tear, rust, breakdown, cleaning, repair or restoration 	Page 33
• Theft from unattended motor vehicles, trailers, rooms or boxes where there is no forcible and violent entry to the vehicle, trailer, room or box	Page 33
Damage to portable computer and ancillary equipment and portable telecommunication equipment	Page 33

Description	See Policy Document
Goods in Transit Section (Optional) General:	
 Damage caused by deterioration or any inadequate packing or insulation Damage caused by theft or attempted theft 	Page 35
Damage due to delay or any other indirect loss	Page 35
Contract Works Section (Optional) Excesses:	
 The first £250 of each and every claim for damage other than by theft, attempted theft or malicious damage 	Page 39
 The first £500 of each and every claim for damage by theft, attempted theft or malicious damage 	Page 39
General: Damage to the contract works while in transit by sea or air	Page 39
 Damage to any pre-existing structure building or other property at the contract site including contents 	Page 39
Damage to any part of the contract works	
(a) in respect of which a certificate of completion has been issued unless such damage be occasioned within 14 days of the date of issue of a certificate of completion but only to the extent you are responsible under the conditions of the contract	Page 39
(b) which has been handed over to the principal	Page 39
(c) which is in occupation or use by or in possession of the principal or with your permission any other person for any purpose other than the performance of the contract	Page 39
(d) which arises after practical completion where no certificate of completion is to be issued	Page 39
• Damage to any part of the contract works due to or attributable to	
(a) any wear and tear, rust, corrosion, mildew or other gradual deterioration of or vermin or insect	Page 40
(b) the mechanical electrical or electronic breakdown failure or derangement or explosion	Page 40

Description	See Policy Document
(c) any defect in the materials or workmanship(d) any faulty or defective design plan or specification of or advice relating to that part	Page 40 Page 40
Damage for which you are not responsible under the terms of the contract	Page 40
• Any shortage or disappearance discovered only on the making of an inventory or periodic stocktaking and not traceable to an identifiable occurrence	Page 40
 Any penalty fine or damages or loss of contract or loss due to delay or increased costs of working or indirect loss of any kind 	Page 40
 Theft from any unattended motor vehicle or trailer unless it is contained in a securely locked building and there is evidence of forcible and violent entry to or exit from the building 	Page 40
 Damage arising from (a) the making of sewers or other excavations exceeding in any part of a depth of 3 metres from the surface 	Page 40
(b) any work connected with tunnels, reservoirs, dams, viaducts, bridges or mines	Page 40
(c) any work under or over water	Page 40
• Damage to the contract works upon which work has been suspended for a period in excess of 30 days	Page 40
Damage to portable computer equipment and ancillary equipment and/or portable telecommunications equipment	Page 40
• Terrorism	Page 14
Damage caused by pollution or contamination other than that to the contract works	Page 40
Own Plant Section (Optional) Excesses:	
 The first £250 of each and every claim for damage other than by theft, attempted theft or malicious damage 	Page 41
\bullet The first £500 of each and every claim for damage by theft, attempted theft or malicious damage	Page 41

Description	See Policy Document
General:	
• £25,000 maximum sum insured for any one item	Page 41
Damage to the plant while in transit by sea or air	Page 41
 Damage to any part of the plant due to or attributable to (a) any wear and tear, rust, corrosion, mildew or other gradual deterioration of or vermin or insect (b) the mechanical, electrical or electronic breakdown, failure or derangement or explosion 	Page 42
• Any shortage or disappearance discovered only on the making of an inventory or periodic stocktaking and not traceable to an identifiable occurrence	Page 42
 Any penalty fine or damages or loss of contract or loss due to delay or increased costs of working or indirect loss of any kind 	Page 42
• Confiscation, nationalisation, requisition or destruction of or damage to property by or under the Order of any Government or Public or Local Authority	Page 42
Damage to portable computers and ancillary equipment and portable	Page 42
telecommunications equipment	
 Theft or attempted theft between the hours of 7.00pm and 6.00am unless kept in a securely locked compound or building and there is evidence of forcible and violent entry or exit to the compound or building 	Page 42
• Damage caused by theft or attempted theft away from any contract site unless it is:	Page 42
(a) kept in a securely locked compound or building and there is evidence of forcible and violent entry to or exit from the compound or building	
(b) in transit but excluding	
(i) theft from any unattended motor vehicle unless the vehicle is locked at all points of access	
 (ii) theft or attempted theft between the hours of 7.00pm and 6.00am unless kept in a securely locked compound or building and there is evidence of forcible and violent entry to or exit from the compound or building 	
Terrorism	Page 14

Description	See Policy Document
Hired in Plant Section (Optional)	
Excesses: The first £250 of each and every claim for damage other than by theft, attempted theft or malicious damage	Page 44
 The first £500 of each and every claim for damage by theft, attempted theft or malicious damage 	Page 44
General: Damage to the plant while in transit by sea or air	Page 44
Damage to any part of the plant due to or attributable to (a) any wear and tear rust corrosion mildew or other gradual deterioration of or vermin or insect	Page 44
(b) the mechanical electrical or electronic breakdown failure or derangement or explosion	
Any shortage or disappearance discovered only on the making of an inventory or periodic stocktaking and not traceable to an identifiable occurrence	Page 44
 Any penalty fine or damages or loss of contract or loss due to delay or increased costs of working or indirect loss of any kind 	Page 44
Confiscation, nationalisation, requisition or destruction of or damage to property by or under the Order of any Government or Public or Local Authority	Page 44
 Damage to portable computers and ancillary equipment and portable telecommunications equipment 	Page 44
 Theft or attempted theft between the hours of 7.00pm and 6.00am unless kept in a securely locked compound or building and there is evidence of forcible and violent entry or exit to the compound or building 	Page 42
Damage caused by theft or attempted theft away from any contract site	Page 45
unless it is: (a) kept in a securely locked compound or building and there is evidence of forcible and violent entry to or exit from the compound or building	
 (b) in transit but excluding (i) theft from any unattended motor vehicle unless the vehicle is locked at all points of access 	
(ii) theft and attempted theft between the hours of 7.00pm and 6.00am unles kept in a securely locked compound or building and there is evidence of	S
forcible or violent entry to or exit from the compound or building • Terrorism	Page 14

Description	See Policy Document
Accidental Death Cover Section General:	
Death directly or indirectly arising out of the insured person committing suicide or intentionally inflicting self-injury war, invasion, act of foreign enemy, hostilities, civil war, rebellion,	Page 46
revolution, terrorist activity, insurrection or usurped power the actual or threatened malicious use of pathogenic or poisonous	Page 46
biological or chemical materials	Page 47
 nuclear reaction, nuclear radiation or radioactive contamination venereal disease or Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) or Human Immunodeficiency Virus (HIV) 	Page 47
 howsoever these have been acquired or may be named deliberate exposure to exceptional danger (except in an attempt to save human life) or the insured person's own criminal act or being under the 	Page 47
influence of alcohol or drugs	Page 47
 the insured person being intoxicated by alcohol or drugs neuroses, psychoneuroses, psychopathies or psychoses, anxiety, stress, 	Page 47
fatigue or mental or emotional diseases or disorders of any type • the insured person's motor-cycling, hunting, mountaineering, racing (other than on foot), playing football, rugby, icehockey or polo, skiing,	Page 47
tobogganing, parachuting, hang-gliding or pot-holing • the insured person's flying (except as a passenger and not as a member of the crew, for the purpose of engaging in any trade or technical operation therein in any properly certificated or licensed powerdriven	Page 47
aircraft)	Page 47

continued

Description	See Policy Document
Applies to all sections Excluded work: Unless specifically endorsed all policies exclude: • Unless incidental to a building contract (a) the demolition or partial demolition of any structure (b) the surfacing or construction of roads (c) the laying of underground services • Excavations below 3 metres • Felling/Lopping of trees higher than 5 metres • Pile driving, quarrying the use or storage or possession of explosives, water diversion or work under water, fuel, gas, mineral exploration or extraction • The use of tower cranes or cradles • Work in or on blast furnaces, chimney or well shafts, viaducts, bridges, mines, refineries, offshore installations, power stations, dams, tunnels, airports, aerodromes, docks, wharves, piers, harbours, railways, motorways, ships, aircraft, towers or steeples • Work in or on any building used for the manufacture, processing or bulk storage of any gas, chemical, explosive, oil or petroleum based product • Work on computer mainframe installations and their cabling	Endorsement 1

Important note:

In addition there are specific exclusions and limitations that will apply to certain trades and you should discuss your specific requirements with your broker to ensure the cover provided is suitable for your needs.

For example:

For Roofers

Cover will be restricted only for work on buildings occupied solely as

- private dwellings
- shops
- offices
- hotels
- public houses and restaurants
- · guest houses
- schools or colleges
- residential, retirement or nursing homes

In addition the use of heat and fixed wood working machinery is excluded.

A £250 excess will apply.

Important notes

Application of heat and fire precautions

Please see below a copy of the policy wording condition relating to the precautions required when carrying out work involving the use of heat.

It is a condition precedent to our liability that whenever work is undertaken away from your premises involving the use of:

- (a) electric oxy-acetylene welding or flame cutting equipment
- (b) blow lamps, blow torches or hot air guns
- (c) tar, bitumen or asphalt heaters
- (d) angle grinders
- (e) or any other work that requires, uses or produces open flames or any other sources of heat or sparks that could ignite flammable or combustible materials

The following precautions will be complied with by you and any employee or any of your Sub Contractors:

- a thorough examination of the immediate vicinity of the work shall be completed and all combustible materials must be cleared to a distance of not less than 10 metres from the point of work so as to be safe from the danger of ignition by direct or conducted heat
- 2. where there is a danger of ignition either directly, or by conduction of heat through any partitions or walls, the area on the

- other side must be examined and any combustible material must be removed
- 3. combustible floors and other combustible property which cannot be moved must be covered and fully protected by overlapping sheets of non-combustible material or equivalent protection
- 4. at least one fire extinguisher made and serviced in accordance with current European standards, of a type suitable for the use required, must be kept adjacent to the work or task and ready for immediate use
- **5.** the ignition and operation of all equipment shall be strictly in accordance with the manufacturer's instructions
- 6. no lighted or switched on equipment is to be left unattended and hot tools and hot tips not in use are to be placed in incombustible containers
- 7. for one hour after completion of each period of work involving the application of heat a thorough safety check for signs of fire or combustion around, above or below the work area must be made at regular intervals
- 8. whenever tar, bitumen, asphalt or pitch heaters are in use away from your premises they should be located at ground level and in the open air and any tar, bitumen, asphalt or pitch should be carried in a suitable vessel.

Customer Information

How to contact us to make a claim

Should you be unfortunate enough to have to make a claim, Covéa Insurance Commercial Careline will manage all aspects of the claim for you from the time it is reported.

Covéa Insurance Commercial Careline

- Dedicated telephone number 0330 024 2266
- Dedicated fax number 0330 024 2623
- By E-mail newcommercialclaims@coveainsurance.co.uk
- In writing to Covéa Insurance Commercial Careline, Norman Place, Reading RG1 8DA

Covéa Insurance Commercial Careline is a service available to customers 24 hours a day, 365 days a year. Staff trained in managing commercial claims will:

- Take the details of your claim over the phone, in most cases removing the need for completion of an incident report form.
- Take control of the management of claims from start to finish and arrange replacement of goods lost or stolen using the latest product information.

Our aim is to bring your claim to a speedy and satisfactory conclusion.

How to cancel your policy

If you do not want to accept the policy you have the right to cancel it within 14 days from

the date of purchase of your policy or the day you receive your policy documentation, whichever is later. To do this you must return the policy documentation to your broker when giving your instruction to cancel.

If cover has not yet started a full refund will be given. If cover has started we will refund the premium for the exact number of days left on the policy, less an additional charge of £25 plus the prevailing rate of Insurance Premium Tax as stated on your policy schedule. No refund will be given if a claim has been submitted or there have been any incidents likely to give rise to a claim during the current period of insurance. We will also do this if you want to cancel the policy within 14 days after the renewal date.

You may cancel the policy at any other time by contacting your broker.

If you cancel your policy after 14 days and a claim has been submitted or there have been any incidents likely to give rise to a claim during the current period of insurance, we will not refund any part of the premium. If you have a Loan Agreement with Covéa Insurance, all outstanding monies must be paid to us as described in your Loan Agreement.

If no claims have been submitted and there have been no incidents that are likely to give rise to a claim during the current period of insurance, we will refund the premium for the exact number of days left on the policy less an

Customer Information

continued

Commercial Careline 0330 024 2266

additional charge of £25 plus the prevailing rate of Insurance Premium Tax as stated on your policy schedule.

How to make a complaint

It is always our intention to provide a first class standard of service. However we do appreciate that occasionally things go wrong. In some cases the broker who arranged your insurance will be able to resolve any concerns, particularly if your complaint relates to the way the policy was sold and you should contact them directly.

Alternatively, please contact us using the following details, quoting your policy or claim number.

Norman Place, Reading, RG1 8DA Telephone: 0330 221 0444 Website: www.coveainsurance.co.uk E-mail: customer.relations-rdg@coveainsurance.co.uk

Customer Relations Covéa Insurance

Full details of the Covéa Insurance Internal Complaints Procedure are detailed in our leaflet 'Complaints Procedure' which is available on request or may be downloaded from our website at www.coveainsurance.co.uk/complaints.

You may be eligible to refer your complaint to the Financial Ombudsman Service. There are a few instances where they will not be able to assist and they will confirm if your complaint is eligible when you contact them. Their contact details are:

Financial Ombudsman Service, Exchange Tower, Harbour Exchange Square, London, E14 9SR

Website: www.financial-ombudsman.org.uk E-mail:

complaint.info@financial-ombudsman.org.uk

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme. You may be entitled to receive compensation from the scheme if we cannot meet our obligations.

Further information is available from the Financial Services Compensation Scheme, 10th Floor, Beaufort House, 15 St Botolph Street, London EC3A 7QU. www.fscs.org.uk.

Covéa Insurance

Norman Place Reading RG1 8DA

Telephone: 0330 221 0444

Fax: 0118 955 2211

www.coveainsurance.co.uk

Covea Insurance plc
Registered Office: Norman Place, Reading, Berkshire RG1 8DA
Registered in England and Wales No. 613259
Authorised by the Prudential Regulation Authority and regulated by the
Financial Conduct Authority and the Prudential Regulation Authority No. 202277

