

# Commercial Risk Summary – Service Businesses

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## CONSULTANTS

UK SIC CODE: 70229 (2007) / 74143 (2003) Business consultant

**Description of operations:** Consultants offer a wide range of advice and services for just about any type of industry or operation. Consultants specialise in a particular area of expertise. They normally are considered independent contractors. One of the most common services that a consultant provides is research and information on a topic or in a specific subject. At times, the consultant will work out of the client's place of business in order to provide immediate responses and information. Due to the varied areas of knowledge or expertise needed by a consultant, the background, education, certification, experience, and professionalism of the consultant are items to consider.

**Property exposure** is minimal but may consist of papers and items necessary for the research necessary. All information should be kept in fireproof cabinets.

**Crime exposure** is limited to Employee Dishonesty. In particular, there is the concern of employee dishonesty of clients' property while the employee is on the client's premises. Background checks must take place before permitting any employee on the client's premises.

**Premises liability** is limited on site but could be extensive off site. All employees should undergo thorough background checks, and there should be a policy and procedure manual explaining expectation when employees are off site.

**Professional Indemnity** covers are items to review depending on the type of consulting.

**Employers' liability exposure** is that of the operations where the consulting takes place. Since reports must be written and research completed, repetitive motion injuries are a possibility. All workstations should be ergonomically designed.

**Other exposures** consist of Book Debts, Computers and Deeds and Documents. The deeds and documents will include personal research, along with information supplied by the consulting company. There may be specialised equipment that is transported from the home base of operation to the client company. This equipment will need an All Risks to Cover Portable Equipment cover. All information should be duplicated with copies stored off site. Any books that are used in research should be catalogued in case of damage.

### Minimum recommended cover:

Machinery and Contents, Employee Dishonesty, Book Debts, Computers, Deeds and Documents, Public Liability, Employee Benefits, Professional, Excess of Loss/Difference in Cover, Employers' Liability

### Other covers to consider:

Computer Fraud, Employment Practices Liability, All Risks to Cover Portable Equipment

# Commercial Risk Checklist – Service Businesses

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**Broker:** The covers listed below are suggested for consideration. After evaluating each of the listed covers, check the recommended blank by those that apply specifically to the client. Make sure both the exposure and the cover are explained thoroughly to the client.

**Client:** For each of the covers that the broker has recommended, initial whether you have chosen to accept or reject that cover in the blanks provided.

**Please note that this list is NOT exhaustive. If you have a specific need not on the list, please contact us at Robison & Co Ltd to address your needs and to arrange a bespoke policy.**

## CLIENT/BROKER COVER AGREEMENT

	Recommend	Accept	Reject	N/A
<b>PROPERTY</b>				
Buildings				
Standard Cover	_____	_____	_____	_____
Basic (Additional Perils)	_____	_____	_____	_____
Catastrophe (FLEA)	_____	_____	_____	_____
Additional Building Covers				
Accidental Damage	_____	_____	_____	_____
Subsidence	_____	_____	_____	_____
Terrorism	_____	_____	_____	_____
Domestic Perils	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Tenants Improvements				
Machinery and Contents				
Premises	_____	_____	_____	_____
Portable	_____	_____	_____	_____
Office Contents				
Premises	_____	_____	_____	_____
Portable	_____	_____	_____	_____
E-Risks				
Computer Hardware	_____	_____	_____	_____
Computer Software	_____	_____	_____	_____
Computer Data	_____	_____	_____	_____
Stock				
	_____	_____	_____	_____
	<b>Recommend</b>	<b>Accept</b>	<b>Reject</b>	<b>N/A</b>

# Commercial Risk Checklist – Service Businesses

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Work in Progress	_____	_____	_____	_____
Customers Goods Held in Trust	_____	_____	_____	_____

**Other Property Covers**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Settlement Bases**

Indemnity	_____	_____	_____	_____
Reinstatement	_____	_____	_____	_____
Day One – uplift NN%	_____	_____	_____	_____
85% Average	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

**CONSTRUCTION/SITE RISKS**

Contract Works (Contractors All Risks)	_____	_____	_____	_____
Permanent	_____	_____	_____	_____
Temporary	_____	_____	_____	_____
Contractors Plant and Equipment	_____	_____	_____	_____
Own Plant	_____	_____	_____	_____
Hired In Plant	_____	_____	_____	_____
Offsite Storage (Materials)	_____	_____	_____	_____
Site Cabins and Temporary Buildings	_____	_____	_____	_____

**Other Construction/Site Risks**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**ENGINEERING COVERS**

Damage and Breakdown	_____	_____	_____	_____
	<b>Recommend</b>	<b>Accept</b>	<b>Reject</b>	<b>N/A</b>
Boilers and Pressure Plant	_____	_____	_____	_____

# Commercial Risk Checklist – Service Businesses

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Engine Plant	_____	_____	_____	_____
Electrical and Mechanical Plant	_____	_____	_____	_____
Lifting Machinery	_____	_____	_____	_____
Erection and Installation	_____	_____	_____	_____
Inspection	_____	_____	_____	_____
Engineering Interruption	_____	_____	_____	_____
Machinery Movement	_____	_____	_____	_____
Computers	_____	_____	_____	_____
<b>Other Engineering Covers</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## **BUSINESS INTERRUPTION COVERS**

Business Interruption With Increased Expenditures	_____	_____	_____	_____
Gross Profit / Revenue / Rentals/ Other	_____	_____	_____	_____
_____				
Increased Cost of Working	_____	_____	_____	_____
Additional Increased Costs	_____	_____	_____	_____
Declaration Uplift NN%	_____	_____	_____	_____
Indemnity Period NN months	_____	_____	_____	_____
Extensions				
Prevention of Access	_____	_____	_____	_____
Failure of Utilities – Station Only	_____	_____	_____	_____
Failure of Utilities – Terminal Supply	_____	_____	_____	_____
Key Suppliers - Specified	_____	_____	_____	_____
Key Suppliers - Unspecified	_____	_____	_____	_____
Key Customers - Specified	_____	_____	_____	_____
	<b>Recommend</b>	<b>Accept</b>	<b>Reject</b>	<b>N/A</b>
Key Customers - Unspecified	_____	_____	_____	_____
Goods in Transit	_____	_____	_____	_____

# Commercial Risk Checklist – Service Businesses

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Motor Vehicles	_____	_____	_____	_____
Pattern Moulds and Dies	_____	_____	_____	_____
Contract Penalties	_____	_____	_____	_____
Loss of Attraction	_____	_____	_____	_____
Murder and Suicide	_____	_____	_____	_____
Infectious Disease	_____	_____	_____	_____
Defective Sanitation	_____	_____	_____	_____
Property Stored Elsewhere	_____	_____	_____	_____
Contract Sites	_____	_____	_____	_____
Outworkers	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

**Other Business Interruption Covers**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**LIABILITY COVERS**

Employers Liability	_____	_____	_____	_____
Public Liability	_____	_____	_____	_____
Legal Expenses	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Products Liability	_____	_____	_____	_____
Products Recall	_____	_____	_____	_____
Financial Loss	_____	_____	_____	_____
Environmental Impairment Liability	_____	_____	_____	_____
Directors and Officers Liability	_____	_____	_____	_____
Management (Entity) Liability	_____	_____	_____	_____
	<b>Recommend</b>	<b>Accept</b>	<b>Reject</b>	<b>N/A</b>
Employment Practices Liability	_____	_____	_____	_____
Media / Cyber Liability	_____	_____	_____	_____
Special Events Liability	_____	_____	_____	_____

# Commercial Risk Checklist – Service Businesses

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Professional Indemnity (Errors and Omissions)	_____	_____	_____	_____
Accountants	_____	_____	_____	_____
Architects	_____	_____	_____	_____
Consultants	_____	_____	_____	_____
Contractors	_____	_____	_____	_____
Engineers	_____	_____	_____	_____
Financial Advisors	_____	_____	_____	_____
Solicitors	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Trustees Liability (Charity or Pensions) \_\_\_\_\_

**Other Liability Covers**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**BENEFITS**

Employee Benefits	_____	_____	_____	_____
Group Personal Accident	_____	_____	_____	_____
Group Income Protection	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

**GOODS IN TRANSIT COVER**

Goods in Transit	_____	_____	_____	_____
Own Goods	_____	_____	_____	_____
Consigned Goods	_____	_____	_____	_____
Freight Forwarders Liability	_____	_____	_____	_____

**Recommend    Accept    Reject    N/A**

Hauliers Liability	_____	_____	_____	_____
Warehouse Keepers Liability	_____	_____	_____	_____

**Other Goods in Transit Cover**

_____	_____	_____	_____	_____
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# Commercial Risk Checklist – Service Businesses

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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**OTHER RELEVANT BUSINESS COVERS**

All Risks to Cover Portable Equipment	_____	_____	_____	_____
Book Debts	_____	_____	_____	_____
Cameras and Musical Instrument Dealers	_____	_____	_____	_____
Credit Risks and Bad Debt	_____	_____	_____	_____
Deeds and Documents	_____	_____	_____	_____
Difference In Cover / Difference in Limits (DIC/DIL)	_____	_____	_____	_____
Excess of Loss	_____	_____	_____	_____
Film Cover	_____	_____	_____	_____
Furriers Block	_____	_____	_____	_____
Glass and Signs	_____	_____	_____	_____
Goods Held in Trust	_____	_____	_____	_____
Instalment Sales	_____	_____	_____	_____
Jewellers Block	_____	_____	_____	_____
Loss of Profits or Money	_____	_____	_____	_____
Specie and Fine Arts	_____	_____	_____	_____
Specie and Fine Arts Dealer	_____	_____	_____	_____
Theatrical Property	_____	_____	_____	_____

**Other Relevant Business Covers**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Recommend    Accept    Reject    N/A**

**CRIME COVERS**

**Money, Securities and Other Property**

Employee Dishonesty	_____	_____	_____	_____
Computer Fraud	_____	_____	_____	_____
Funds Transfer Fraud	_____	_____	_____	_____

# Commercial Risk Checklist – Service Businesses

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Kidnap and Ransom	_____	_____	_____	_____
Loss of Money	_____	_____	_____	_____
Terrorism	_____	_____	_____	_____
Theft	_____	_____	_____	_____
Full Theft	_____	_____	_____	_____
<b>Other Crime Covers</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## COMMERCIAL MOTOR COVERS

Comprehensive	_____	_____	_____	_____
3rd Party Liability	_____	_____	_____	_____
Fire and Theft	_____	_____	_____	_____
Hired Vehicles	_____	_____	_____	_____
Hired Plant and Vehicles	_____	_____	_____	_____
Motor Fleet	_____	_____	_____	_____
Motor Trade	_____	_____	_____	_____
Garage or Internal Risks	_____	_____	_____	_____
Road Risks	_____	_____	_____	_____
<b>Other Commercial Motor Covers</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Recommend    Accept    Reject    N/A**

## AVIATION COVERS

Hull All Risks	_____	_____	_____	_____
Aircraft Liability	_____	_____	_____	_____
Hangarkeepers Liability	_____	_____	_____	_____
Passenger Liability	_____	_____	_____	_____
Other _____	_____	_____	_____	_____



# Commercial Risk Checklist – Service Businesses

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Other \_\_\_\_\_

## MARINE COVERS

Cargo \_\_\_\_\_

Hull Cover \_\_\_\_\_

Owners Liability \_\_\_\_\_

War \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## BONDS

Bid Bond \_\_\_\_\_

Contract Bond \_\_\_\_\_

Payment Bond \_\_\_\_\_

Licence Bond \_\_\_\_\_

Other \_\_\_\_\_

## BESPOKE COVERS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# Commercial Risk Checklist – Service Businesses

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## Comments

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I certify that I have reviewed my cover needs in accordance with this checklist with my broker and I have accepted or rejected the recommended covers as indicated by my initials in the spaces above.

\_\_\_\_\_ Signature of Client \_\_\_\_\_ Date

\_\_\_\_\_ Title

I certify that I have reviewed the covers outlined in this checklist with my client and that the initials of the client indicate the acceptance or rejection of the covers recommended.

\_\_\_\_\_ Signature of Broker \_\_\_\_\_ Date