**PLEASE DELETE THE FIRST TWO PAGES ONCE YOU HAVE COMPLETED YOUR REPORT**

**LOCKTON RISK MANAGEMENT SUBMISSION TEMPLATE**

This is a simple, formatted report template which you can use to present your Risk Management submission for your PII renewal.

This accompanies the Preparing a Risk Management Submission Guidance Notes which are also available on the Lockton Solicitors website, and follows the suggested content plan set out in the guidance.

**INSTRUCTIONS:**

The template is a very simple one, with pre-set headings, and the option to add in sub-headings. Just select a ‘Lockton Heading’ style from the Styles menu in MS Word and apply it to the relevant text.

Examples of the Lockton Styles can be found on the next page, and can be used in conjunction with the format painter.

The text in the template in square brackets [ ] is intended to be edited by you as required. We recommend undertaking a search of all “[“ and “]” to ensure that all such fields have been addressed as required.

To update the table of contents, simply right click on the mouse when hovering over the contents, and select ‘update all’.

Before submitting, ensure that any relevant attachments are included - we suggest pdfing the combined document to prevent different programmes being required to view the entire document.

Also include your practice logo, and any other contact details, copyright/privacy details required.

Please note, that by sending a completed Risk Management Submission to Lockton, you are authorising Lockton to present this to such insurers are Lockton may have agreed with you as part of the renewal negotiation process.

**FORMATTING EXAMPLES**

Main heading – 19 tahoma

Sub heading 1 – 15 tahoma

Sub heading 2 – 12 tahoma

Sub heading 3 – 10 tahoma

Document text – 10 tahoma

* Bullets
	+ Document text
		- Document text
			* Document text
1. Numbers
	1. Document text
		1. Document text
			1. Document text

Table headings

Table text

|  |  |  |
| --- | --- | --- |
| Heading  | heading | heading |
| Text |  |  |
| Text |  |  |

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Add your Logo

[Your Practice Name]

Risk Management Submission

[for ]

Date & Year

Confidentiality

This report remains the property of Lockton and must not be copied, in full or in part, or provided to any third party other than [COMPANY NAME] without Lockton’s written permission.





Prepared by Profession

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[Overview of [the Firm] 2](#_Toc362518008)

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UPDATE THIS WHEN THE REPORT IS COMPLETE BY SELECTING WHOLE CONTENTS, RIGHT CLICK AND ‘UPDATE FIELDS’

Executive Summary

Document text

Overview of [the Firm]

Document text

Risk Management

Document text

Changes to the Practice

Document text

Claims

Document text

Governance, Systems and Procedures

Document text

People

Document text

Appendices

Appendix 1 – [insert title]

Document text

Appendix 2 – [insert title]

Document text

Appendix 3 – [insert title]

Document text

