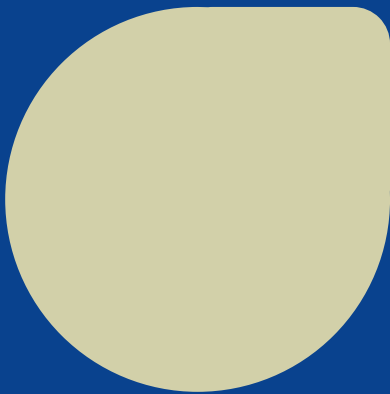




# Usdaw Guide to the Criminal Injuries Compensation Authority



## Usdaw is here to help you

Thank you for calling FirstCall Usdaw. We are sorry to learn that you have been injured and confirm that the Usdaw Legal Department will help you make a claim to the CICA. Usdaw will cover the costs of your claim.

Ushaw Legal Services is a major benefit of membership. Please make sure that your colleagues at work are also in membership and have our legal protection.

The letter which came with this folder has the name and contact details of your Usdaw adviser and your case number.

### CICA – what is it?

The Criminal Injuries Compensation Scheme is a state funded scheme to compensate people who have been the innocent victims of a criminal assault or injured in connection with a crime. For more information about the CICA please refer to the CICA website: [www.cica.gov.uk](http://www.cica.gov.uk) or contact the Legal Department.

How to make your claim:

- Look at the sheet 'Questions for Usdaw members' in the folder and prepare your answers. We will need the information you have prepared from the Questions Sheet.
- Your Usdaw adviser will telephone you to discuss your case and complete the CICA application form.
- We will send you the CICA form to check and sign and return to us.
- We will then send the CICA form to the Authority on your behalf.

We need to be able to contact you in office hours to complete the form. The telephone call normally takes around 25 minutes. Please let your adviser know if you cannot do this and we will find an alternative way of completing the application form.

The CICA application must be submitted within two years of the date of the incident. It is very important that your form is completed and sent in as quickly as possible. The sooner the form is submitted, the sooner the CICA can begin their investigation.

What happens next:

- The CICA will investigate your application.
- Their investigation will take a number of months.
- They will get reports from the Police and medical reports.

- They will write to us with their decision on whether to make you an award and how much you will be offered.
- We will inform you of their decision and advise you whether we think it should be accepted or rejected and the next steps.

## Please make sure you do the following:

### A Report the Incident to the Police

You must report the incident personally to the police within two days of the incident and fully co-operate with them in their investigations. The CICA insist that the incident is reported to the police, so that proper investigations can take place. If you did not report the incident within two days of it taking place, you will have to explain why to the CICA.

### B Work-Related Incidents

If you suffer a criminal injury in the course of your work, you should record it using your employer's reporting procedures. Carefully check that the incident is correctly recorded, including the date and description. If possible, keep a copy of the report and let us have a copy. If you have any problem regarding the reporting of the incident with your employer, tell us here in the Legal Department.



## C See your Doctor

You should go to see your GP about your injury as soon as possible. It is very important that your GP has a record of the incident, as the CICA will more than likely request a medical report from your GP during the course of their investigations. If you have any visible injuries, please take a photograph and keep this safe.

**It is extremely important that you continue to inform your GP of any injury which continues to give you problems. By going back to your doctor, you not only receive the proper treatment required, but also ensure that there is a record of your continuing injury within your doctor's notes. It may well become necessary to consider your doctor's notes in the future and again this will assist you in relation to your case.**

## D Read the Legal Plus Members' Handbook

This gives you important information as to how Usdaw can help you with your claim and also, on page 10, in respect of making a claim for Statutory Sick Pay and Industrial Injuries Disablement Benefit. If the incident occurred at your place of work, you should claim Industrial Injuries Disablement Benefit through your local Benefits Agency.

## Minor Injuries

Members may claim compensation from the CICA even if their injuries are minor.

However, there are rules in the CICA scheme regarding minor injuries. To qualify for compensation you will need to show that:

- You have suffered at least three minor injuries.
- One of the injuries lasted at least six weeks after the incident.
- You went for medical attention on two occasions during the six week period after the incident.

## Stress/Anxiety Injuries

It is not uncommon for members who have been injured in an incident such as yours to suffer emotionally following that incident.

In our experience, the majority of CICA cases that the Union deals with involve an element of anxiety and stress. This condition is one which is not immediately apparent and may only become recognised some time after the incident.

## Making the Workplace Safer

Through its Freedom From Fear Campaign, Usdaw is trying to work with employers to make workplaces safer. Please speak to the Usdaw Rep in your workplace so that they know what happened to you and to discuss whether there are any steps which the employer could be taking to reduce the risk of incidents like this happening again. You and your Rep may find the leaflet *Stopping Violent Crime at Work* helpful in this discussion.

**Call your Usdaw Legal Advisor if you have any questions or concerns.**



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Improving workers' lives –  
Winning for members

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