

Incident report form – Incident leading to injury or unsafe event

This form is to be filled in when there has been an unsafe event even if it has not resulted in injury. It should be completed by a member of the committee or the relevant group leader (GL) and should be retained on file by the u3a committee in case of a claim for a period of three years even if a claim appears unlikely. Persons reporting an event should remind all parties to the event not to discuss it except as part of a formal enquiry which might be triggered, this includes the person reporting in 1. below.

If possible, this form should be filled in electronically - all boxes will expand as necessary.

Should your word processing software not render the form in a usable state please download the PDF version, print it and complete by hand. Use separate sheet(s) as required.

1 Reporter's details

Name		Position	
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2 Incident details

Date and time of incident	State the event (e.g. walk, group meeting in venue, outdoor event)
Where did the incident occur?	
Describe the circumstances of the incident <i>Attach a sketch or photograph(s) if possible</i>	

3 Particulars of person(s) involved in the incident (if more than one person, continue with further information in blank box)

Name	Email or telephone
Address/postcode	Membership no. if member of L&M u3a
Further persons involved	

4 Particulars of the injured person(s) if any (if more than one person, continue with further information in blank box)

Name	Email or telephone
Address/postcode	Membership no. if member of L&M u3a
Further persons involved	

5 Details of injury

Describe the injury/injuries	
Immediate action taken	Treatment at the scene
Admission to hospital	Ongoing medical treatment

6 Witnesses (if more than one person, continue with further information in blank box)

Name	Email or telephone
Address/postcode	Membership no. if member of L&M u3a
Further witnesses	

7 Witnesses' Declaration (form to be printed and witnesses to sign)

I/We declare that to the best of my/our knowledge and belief all the foregoing particulars are true and correct in all respects.	
Signed	Dated