

Incident report form – Incident leading to Damage of property

This form is to be filled in when there has been damage to property resulting from an L&M u3a activity. 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 or insurance claim 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 Details of incident leading to damage

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 Details of damaged property

Identify the property (e.g. personal belongings, venue etc.)
Describe damage caused <i>Attach a sketch or photograph(s) if possible</i>
Estimated cost of repair or replacement (this may not be available at first but can be inserted later)

Name of owner of damaged property	Email/phone
Address /Postcode/membership no. if applicable	

4 Particulars of person(s) involved in, or witnessing the incident, other than the owner identified above (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 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