

CROUCH VALLEY U3A INCIDENT REPORT FORM

In the event of an incident, the following procedure should be followed by the club or organisation:

- Fill in 2 copies of the Accident reporting form for **ALL** incidents reported.
- Make contact with next of kin if applicable.
- One copy of form to incident book/retained by organisation
- Forward 1 copy to designated person for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the incident, witness's etc.
- Any further action.
- Sign off on any action required from senior management officer.

Name of organisation:	
Name of organiser	
Address:	
Day time/ evening Tel No:	
Email address:	

Injured person information:	
Name of injured person:	
Address:	
Date of birth:	
Gender:	Male / Female

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Accident information:			
<i>(To be recorded by organisation/club and shared with relevant staff and parents/carers)</i>			
Date of accident:		Time of accident:	
Date reported:		Time reported:	
Accident reported by who:			
Location of incident			
Details of injury:			
Nature and how incident happened:			
Did anyone witness the accident:	Yes / No <i>(If Yes, state witness name/s and details below)</i>		
Name of witnesses:			
First aid involved: <i>(please provide details)</i>			
Family/carers notified:	Yes / No <i>(If Yes, by whom and when below)</i>		
Family/carers notified by whom and when:			
Form completed by:			
Recommended action to be taken:			
Has the Person's: been given a copy of report	Yes / No <i>(If Yes, signature and name below)</i>		
Signature:			
Print name:			
Signature of person completing form			
Print name:			