

**Dronfield and District u3a
Incident Report Form**

Version 3.1

This document is available on the [Policies](#) page of the DDu3a website.

This form must be filled in by a member of the committee, a group coordinator/meeting leader/organiser, or the property owner and should be retained on file by Dronfield and District u3a's committee in case of a claim and for a period of three years even if a claim appears unlikely.

Completed forms should be given to the Chair, or to any member of the Committee who will pass them on to the Chair. If you wish to send a form by post please telephone or email the Chair for a postal address: 01246 900201, chair@dronfieldu3a.org.uk

For data protection reasons, DO NOT send a completed form by email

1 Your details

To be completed for all incidents

U3A	
Name	
Position	
Email	
Telephone	
Address	
Postcode	

2 Incident details

To be completed for all incidents

Date of incident	
Time of incident	
Where did the incident occur?	
Please state the reason for the injured person or damaged property being there	
Please 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 (continue on a blank page if necessary)

To be completed for all incidents

Name	
Email	
Address	
Postcode	Telephone
Were they a member of your U3A on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Were they a member of your U3A on the date of the incident?	

4 Particulars of the injured person(s) (continue on a blank page if necessary)

To be completed for any incident involving injury.

Name	Email
Email	
Address	
Postcode	Telephone
Were they a member of your U3A on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Were they a member of your U3A on the date of the incident?	

5 Details of injury

To be completed for any incident involving injury

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

6 Details of damaged property

To be completed for any incident involving damage to property

Describe damage caused	
Estimated cost of repair or replacement	
Name of owner of damaged property	
Email	Telephone
Address	
Postcode	

7 Name and contact details of any witnesses to the incident

To be completed for all incidents

8 Declaration

To be completed for all incidents

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

Please give this completed form to the Chair, or to any member of the Committee who will pass it on to the Chair. If you wish to send a form by post please telephone or email the Chair for a postal address: 01246 900201, chair@dronfieldu3a.org.uk

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Dronfield and District u3a

Incident Report Form Guidance Version 3.1

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Date Approved: 22-May-2023

Next Review Date: no later than February 2025

General Advice

An "incident" is any event that causes distress to a member or someone involved in a DDU3A group activity. This will include an injury to a person or damage to property. The person leading the activity should use their own experience and judgement to decide whether an incident should be reported to the u3a Chair, except in the case of any physical injury, where a report should automatically be sent.

General & Group Meetings

Coordinators/Meeting Organisers/Hosts must complete a Risk Assessment prior to any meeting/event being held and submit it to either the Groups Manager or the Secretary for approval. Coordinators/Meeting Organisers/Hosts should point out to attendees any risks in and around venues or homes where meetings or activities are being held. They should also name the 'responsible person' to whom any incidents should be reported during the meeting.

Dealing with Incidents

If there's an unexpected incident where someone needs assistance, the responsible person should be alerted. If medical or first aid assistance is needed the responsible person will make sure help is sought. They will also make sure someone else takes charge of the rest of the group. Often other members may be able to offer support.

Reporting Incidents

The report should include an explanation of what exactly occurred and the damage caused, witness testimonies, contact information of all involved parties, pictures of the scene (if possible) and any other relevant information. These reports become invaluable if the victim decides to take action against DDU3A. In the light of this possibility, please ensure you only include facts, not opinions, i.e. what you saw, heard or was reported to you.

All relevant incidents must be reported to the Chair, preferably within 48 hours, by telephoning 01246 900201 or emailing chair@dronfieldu3a.org.uk.

Pages 1-4 of this form should then be completed and given to the Chair or to any member of the Committee who will pass it on to the Chair. For a postal address, telephone or email the Chair: 01246 900201, chair@dronfieldu3a.org.uk. For data protection reasons, DO NOT send a completed form by email.

Document History		
Date	Version Number	Summary of Changes
22-May-2023	3.1	u3a's PO Box address replaced with instructions on how to obtain an address for postal submissions.
21-Feb-2022	3.0	Updated to use latest version of TAT's form (Dec 2019) Document owner and checked by removed, Chair's email address changed. Document History moved to end of document.
June 2019	2.1	Chair's postal address updated, email and phone number added.
March 2019	2	Replacement for Accident & Emergencies Re-written with user-friendly language
May 2018	1	New policy approved