

Dronfield and District U3A - Incident Report Form

(This document is available on the [Policies](#) page of the DDU3A website. and can be downloaded if required)

Name of Group/Meeting at which incident occurred
Location, date, time of incident
Name of person making this report
Name of person(s) involved in incident
Names/contact details of any witnesses
Nature of the incident (brief description, possible reasons, involvement of support services)
Any other comments (continue on separate sheet if necessary and staple to this report)

Please post this completed form to:
The Chair, Dronfield and District U3A, PO Box 5961, Dronfield, S18 9DW
See over for guidance regarding the completion of this form

Dronfield and District U3A

Good Practice for dealing with Incidents & Incident Report Form Version 2.1 2019-06-26

This document is available on the [Policies](#) page of the DDU3A website.

Document owner: Vice-Chair

Date Approved: 15 July 2019

Next Review Date: January 2020

Document checked by: Documents Coordinator

Document History		
Date	Version Number	Summary of Changes
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

General Advice

An "incident" could be any event that causes distress to a member or someone involved in a DDU3A group activity. This will include 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 Chair.

General & Group Meetings

DDU3A members are usually mindful of their own well being and are generally aware of risks such as steep stairs, slippery slopes, tricky stiles etc. It's always best for Coordinators/Group Leaders to point out to group members any risks in and around venues or homes where meetings or activities are being held.

At our monthly meetings, the chair for the meeting will remind members to take care when using the terraced stairs and point out where the fire exits are located. The person who makes these reminders is also the responsible person should there be an incident where help is required.

Dealing with Incidents

If there's an unexpected incident where a member needs assistance, the Group Leader (often the Group Coordinator and usually Chair/Vice-Chair at General Meetings) is the responsible person to alert. If medical or first aid assistance is needed the responsible person will make sure help is sought. Often other members will be able to offer support. They will also make sure someone else takes charge of the rest of the group.

Reporting Incidents

So we've an accurate record, we ask that all relevant incidents are reported to the Chair, preferably within 48 hours, by telephoning 01246 900201 or emailing ddu3achair@gmail.com. The Incident Report Form on page 1 should then be completed and posted to: The Chair, Dronfield and District U3A, PO Box 5961, Dronfield, S18 9DW or given to any member of the Committee who will pass it on to the Chair. For data protection reasons, DO NOT send a completed form by email.