

Haxby and Wigginton u3a Incident Report Form

This form is to be filled in by the Group Leader, Trip Leader, or a u3a Member present at the incident and should be sent to the u3a Secretary as soon as possible after the incident. The Secretary will circulate the report to the Chairman and Committee Members who will decide on the action to be taken, if any. A copy will be retained on file by the u3a Secretary for a period of three years in case of a claim, even if a claim appears unlikely.

A YOUR DETAILS

Group/Trip:	
Name	Position
Email	Telephone
Address	
Postcode	

B INCIDENT DETAILS

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 appropriate.</i>	

C PARTICULARS OF PERSON(S) INVOLVED IN THE INCIDENT (continue on a blank page if necessary)

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your u3a on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Was he/she a member of your u3a on the date of the incident?	

Sections D and E are to be completed for any incident involving injury.

D PARTICULARS OF THE INJURED PERSON(S) (continue on a blank page if necessary)

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your u3a on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Was he/she a member of your u3a on the date of the incident?	

E DETAILS OF INJURY

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

Section F is to be completed for any incident involving damage to property.

F DETAILS OF DAMAGED PROPERTY

Describe damage caused.	
Estimated cost of repair or replacement (Enter 'not known' if details are not available)	
Name of owner of damaged property	
Email	Telephone
Address	
Postcode	

The remaining sections are to be completed for all incidents.

G NAME AND CONTACT DETAILS OF ANY WITNESSES TO THE INCIDENT

H DECLARATION

I/We declare that to the best of my/our knowledge and belief all the foregoing particulars are true and correct in all respects.
Name(s):
Signed:
Date: