



## Injury Report

In the event of an incident causing injury to a person during the current activity please complete this report and return to a Howden & District U3A committee member.

**Name of person affected by this incident:**

**U3A Member:** yes/no

**Group or Event:**

**Date:**

**Time:**

**Venue:**

**Name of Member reporting this incident:**

**Signature:**

**Description of incident by reporting member with detail of any injury:**

**If emergency services were called give details:**

**Detail of any attachments to this report:**

**Name of Witness 1 (if available):**

**Report agreed:** yes/no

**Name of Witness 2 (if available):**

**Report agreed:** yes/no

**Receiving Committee member name:**

**Signature:**

**Date:**

# Injury Report Advice

*Advice overleaf*

- 1. Before completing this report, ensure the injured person has been treated as needed and is in a place of safety*
- 2. Only complete this report if the incident occurred within the scope of the group activity*
- 3. Please provide as much detail as possible, including any photographs or drawings or other descriptive documentation of the incident.*
- 4. Include any hazards at the incident scene which may have contributed to the person's injury*
- 5. If the person is not a U3A member explain how they came to be present*
- 6. If the emergency services were called did they take charge of the affected person – such treatment at the location or hospitalisation?*
- 7. Any witnesses should be able to view this report and record if they are in agreement with your report*
- 8. If not they should be asked to provide their own Incident Report and pass to a member of Howden and District*
- 9. Complete this report as soon as possible after the incident and pass to a member of Howden and District committee and ask them to acknowledge receipt at the bottom of your report and provide you with a copy when possible.*