



## Incident report form

### Category: Form

Please note that this form is to be filled in by a member of the committee, a group convenor, or the property owner and should be retained on file by the U3A committee in case of a claim and for a period of three years even if a claim appears unlikely.

### 1. Your details


### 2. Incident details


**3. Particulars of person(s) involved in the incident (continue on a blank page if necessary)**


*Sections 4 and 5 are to be completed for any incident involving injury.*

**4. Particulars of the injured person(s)**

**(continue on a blank page if necessary)**


**5. Details of injury**


*Section 6 is to be completed for any incident involving damage to property*

## 6. Details of damaged property


*The remaining sections are to be completed for all incidents*

## 7. Name and contact details of any witnesses to the incident


## 8. Declaration
