

# Incident Report 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

<b>Group Name</b>	
<b>Name</b>	
<b>Position</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Address</b>	
<b>Postcode</b>	

## 2 Incident details

<b>Date of incident</b>	
<b>Time of incident</b>	
<b>Where did the incident occur?</b>	
<b>Please state the reason for the injured person or damaged property being there</b>	
<b>Please describe the circumstances of the incident</b>	

Attach a sketch or photograph(s) if possible

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

First person name	Email
Address	
Postcode	Telephone
Was he/she a member of your u3a on the date of the incident?	
Second person name	Email
Address	
Postcode	Telephone
Was he/she a member of your u3a on the date of the incident?	

**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)

First person name	Email
Address	
Postcode	Telephone
Was he/she a member of your u3a on the date of the incident?	
Second person name	Email
Address	
Postcode	Telephone
Was he/she a member of your u3a on the date of the incident?	

## 5 Details of injury

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

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

## 6 Details of damaged property

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

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

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


## 8 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.
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Signed
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