

Incident Report Forms

In the event of an incident, **please forward the following completed forms to:- ' Ravenshead & District U3A ' –**

Group Organiser + District Secretary -

- a) Group Leaders Checklist
- b) Incident report form
- c) Event attendance details
- d) Members Enrolment form

GROUP LEADER'S CHECKLIST- Group Leader-

U3A Name:	RAVENSHEAD
U3A Interest Group:	HIKERS
Walk Name:	
Distance:	
Terrain Type:	
Meeting Time	
Standard	
Walk Leader	

Provision of information to prospective walkers:

	No	Yes
a) Location		
b) Distance		
c) Timing		
d) Linear / Circular Route		
e) Terrain		
f) Height and climbs involved		
g) Level of fitness required		
h) Appropriate Footwear & Clothing		
i) Toilet / refreshment facilities en route		
j) What to bring — Food / Drink / Compass / Map / Mobile Phone		
k) Meeting point		
l) Car parking facilities		
m) Public transport options eg for linear walks (bus pass if applicable)		
n) 'ICE' emergency telephone number and relevant Medical details		
o) Dogs/Pets		

ON THE DAY

Check Prevailing weather conditions for the walk location

Briefing before starting out:

	Yes
a. Route	
b. Duration	
c. Terrain	
d. Known Hazards.	
e. Highway code for pedestrians - where no pavement exists walk in single file close to the edge of the road facing oncoming traffic	
f. Emergency Arrangements — illness, exhaustion, accident, weather problems, terrain problems, lost contact with group	
g. Be prepared to advise inadequately equipped walkers not to go	

Appoint a backmarker supply high visibility jacket and whistle

DURING THE WALK

	Yes
1 Stay at the front but make sure you can always see the backmarker	
2 Set an appropriate pace for the level of walk	
3 Check the route frequently	
4 Periodically count the number in the group	
5 2 fully charged mobile phones, first aid kit, blankets, torch, whistles, Ordnance survey map and compass	

Signature

Position

Date

INCIDENT REPORT

1. Name of injured party + address + telephone number
2. Name(s) of others involved + address + telephone number
3. Date and Time of accident + location
4. Nature of Accident + circumstances
5. Details of injury and/or property damage
6. Name of person causing injury/damage + address + telephone number
7. Name(s) of people witnessing event + address + telephone number
8. Action taken
9. Was any specialised assistance required at the scene? If yes, give details
10. Was medical advice sought afterwards? If yes, give details
11. Name of Group
12. Name of Convenor/Group Leader + telephone number

Signatures

Injured party

group leader

Date signed

Enrolment Form



Hikers Group

Membership No.

Name

Contact Details

Address

Post Code

Home Phone

Mobile

E-Mail

Emergency Contact Name

Phone

Are you a regular walker? Yes/No

Preferred walk length:

Length	Time	
Short up to 3mls	about 1.5hrs	Yes/No
Medium up to 5mls	about 2.5hrs	Yes/No
Long up to 8mls	about 4hrs	Yes/No

Location for walks:

Local [Within 10 miles of Ravenshead]	Yes/No
In Nottinghamshire, Derbyshire, Lincolnshire.	Yes/No

Other Locations (Please state)

Frequency of walks: (please tick) Every week Every two weeks..... Once a month...

Refreshment stop preferred? Yes/No

Can you share transport? Yes/No

Do you need transport? Yes/No

Would you be prepared to lead a walk [Help provided with planning] Yes/No

Essential kit for our Hikers:

- Walking boots or shoes. Extendable Hiking Stick.
- Waterproof jacket and over trousers. Spare clothes.
- Carrier bags for covering muddy footwear e.g. pub/cafe visits
- Day sack or similar
- Small first aid kit and relevant medications.
- ICE (In Case of Emergency) Id card with contact name and phone number, GP's name and address, relevant food and medication allergies.
- Bus pass or concessionary pass for use on public transport e.g. linear walks
- Water and energy bar or food if required

Disclaimer:

Ravenshead U3A reminds every walker that joins the group, that it is each individual's responsibility to approach outdoor activities, such as walking, with caution. Walking can be demanding and it is the responsibility of each individual to ensure they are fit enough to complete the distance before joining any walk. If there are any doubts a 'would be' walker should consult their General Practitioner, Doctor, or other medical advisor.

The U3APublic Liability insurance does not cover personal accidents occurring during a walking activity

Signed:

Date: