

**RUTHIN and DISTRICT U3A: ACCIDENT and INCIDENT REPORT FORM**

**Interest Group and Name of Facilitator (plus Name of Activity Leader if different)**

**Date, Time and Location of Accident or Incident:**

**Name, address and telephone number of injured party/parties or property owner**

**Circumstances of accident/incident**

**Injury/property damage details**

**Immediate action taken**

**Name, address and telephone number of Witnes(ses)**

**Details of specialist assistance required at the scene, including medical**

**Name and Signature of Injured Party(ies) or Party(ies) whose property damaged with date**

**Signature (with date) of Activity Leader on day of Accident/Incident**

**The form must be completed as soon as possible after any accident/incident and sent to Dave Hislop, Secretary, Ruthin and District U3A, 34 Parc y Llan, Llanfair DC, Ruthin, LL15 2YL**

**2 July 2015**