



INCIDENT REPORTING

When an incident occurs that involves personal injury, the co-ordinator of the group in which it occurred or other responsible party should contact the secretary of the Shoreham and Southwick u3a. The secretary will send them the Third Age Trust template incident form to be completed by the co-ordinator and the member who sustained the injury. Both parties should sign the form and return it to the secretary who will retain it on file and report it to the Committee.

When any other incident occurs, the Third Age Trust template incident form is to be completed by a member of the committee, a group coordinator, or the property owner and should be retained on file by the secretary and reported to the Committee.

The form can be found on the Third Age Trust website.

The forms are to be retained in case of a claim and for a period of three years even if a claim appears unlikely.

The committee will consider, minute and implement any follow up actions, including reporting serious incidents to the Charity Commission.

Version	Description of changes	Date
1.0	Original document	9 January 2024