



STOKE-ON-TRENT SOUTH u3a

Incident report form

Please note that this form is to be completed by a member of the committee, a group leader, or the property owner, and should be retained on file by the u3a committee in case of a claim. The retention period is three years even if a claim appears unlikely.

1. Your details.

Name:	
Position:	
Email address:	
Telephone No:	
Address:	
Postcode:	

2. Incident details.

Date of incident:	
Time of incident:	
Location of incident:	
Please state the reason for the injured person, or damaged property, being at the location:	
Please describe the circumstances of the incident:	

3. Particulars of person(s) involved in the incident.

Name:	Email address:
Address:	
Postcode:	Telephone:
Was he/she a member of your u3a on the date of the incident?	

4. Details of injury.

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

5. Details of damaged property.

Describe damage caused:	
Estimated cost of repair or replacement:	
Name of owner of damaged property:	
Email address:	Telephone:
Address:	
Postcode:	

6. Name and contact details of any witnesses to the incident.

7. 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.	
Signed:	Dated: