

# U3A SUTTON BRIDGE

## Incident Report Form

Please note that this form is to be filled in 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 and for a period of three years even if a claim appears unlikely.

### A YOUR DETAILS

U3A SUTTON BRIDGE	
Name:	Position:
Email:	Telephone:
Address:	
	Post Code:

### B INCIDENT DETAILS

Date of incident:	Time of incident:
Where did the incident occur?	
Please state the reason for the injured person or damaged property being there	
Please describe the circumstances of the incident Attach a sketch or photograph(s) if appropriate	

**C PARTICULARS OF PERSON(S) INVOLVED IN THE INCIDENT** (continue on a blank page if necessary)

Name:	Email:
Address:	
Post Code:	Telephone:
Was he/she a member of your U3A on the date of the incident?	
Name:	Email:
Address:	
Post Code:	Telephone:
Was he/she a member of your U3A on the date of the incident?	

Sections D and E are to be completed for any incident involving injury.

**D PARTICULARS OF THE INJURED PERSON(S)** (continue on a blank page if necessary)

Name:	Email:
Address:	
Post Code:	Telephone:
Was he/she a member of your U3A on the date of the incident?	
Name:	Email:
Address:	
Post Code:	Telephone:
Was he/she a member of your U3A on the date of the incident?	

**E DETAILS OF INJURY**

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

Section F is to be completed for any incident involving damage to property

**F      DETAILS OF DAMAGED PROPERTY**

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

The remaining sections are to be completed for all incidents

**G      NAME AND CONTACT DETAILS OF ANY WITNESS TO THE INCIDENT**


**H      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