

# Incident report form

Please note that this form is to be used to record any type of incident. It should be completed by a member of the committee, a group convenor, or the property owner and should be retained on file by the U3A committee. In the case of a claim it should be retained for a period of three years even if a claim appears unlikely.

## 1 Your details

<b>U3A</b>	Woodhall Spa U3A (1142348)
<b>Name</b>	
<b>Position</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Address</b>	
<b>Postcode</b>	

## 2 Incident details

<b>Date of incident</b>	
<b>Time of incident</b>	
<b>Where did the incident occur?</b>	
<b>Please state the reason for the injured person or damaged property being there</b>	
<b>Please describe the circumstances of the incident</b> <i>Attach a sketch or photograph(s) if possible</i>	

### 3 Particulars of person(s) involved in the incident (continue on a blank page if necessary)

<b>Name</b>	<b>Email</b>
<b>Address</b>	
<b>Postcode</b>	<b>Telephone</b>
<b>Was he/she a member of your U3A on the date of the incident?</b>	
<b>Name</b>	<b>Email</b>
<b>Address</b>	
<b>Postcode</b>	<b>Telephone</b>
<b>Was he/she a member of your U3A on the date of the incident?</b>	

*Sections 4 and 5 are to be completed for any incident involving injury.*

### 4 Particulars of the injured person(s) (continue on a blank page if necessary)

<b>Name</b>	<b>Email</b>
<b>Address</b>	
<b>Postcode</b>	<b>Telephone</b>
<b>Was he/she a member of your U3A on the date of the incident?</b>	
<b>Name</b>	<b>Email</b>
<b>Address</b>	
<b>Postcode</b>	<b>Telephone</b>
<b>Was he/she a member of your U3A on the date of the incident?</b>	

### 5 Details of injury

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

*Section 6 is to be completed for any incident involving damage to property*

## 6 Details of damaged property

<b>Describe damage caused</b>	
<b>Estimated cost of repair or replacement</b>	
<b>Name of owner of damaged property</b>	
<b>Email</b>	<b>Telephone</b>
<b>Address</b>	
<b>Postcode</b>	

*Section 7 is to be completed for any other form of incident*

## 7 Details of Incident

<b>Describe the incident</b>
<b>Immediate action taken (if any)</b>

*The remaining sections are to be completed for all incidents*

## **8 Name and contact details of any witnesses to the incident**


## **9 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**

**Signed by the personnel involved in the incident (named in step 3) Dated**

**This completed form must now be given to the Chairman of the U3A Committee for logging in the Incident Book**