

Workshop and District u3a 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.

1 Details of the Person Reporting the Incident

U3A	Workshop and District u3a
Name	
Position (eg Group Leader)	
Contact Details (unless held on Beacon) 	
Activity taking place (e.g. Group Name) 	

2 Incident details

Date of incident		Time of incident
Where did the incident occur?		
Please describe the circumstances of the incident <i>Attach a sketch or photograph(s) if possible or useful</i>		

3 Details of person(s) injured in the incident (reprint this page if necessary)

Complete this section to record any injuries suffered as a result of the incident

Person Injured	
Contact Details (unless held on Beacon)	
U3a Member? Yes / No	If Yes Mem Number

4 Details of injury

Describe the injury/injuries
Describe any immediate action taken the scene including First Aid
Any further treatment at the scene. Any advice given to the injured party
Did the person require any ongoing medical treatment (eg referral to GP, A&E or Emergency Services)
Any further injuries identified after medical treatment (if known)
4.1 Did the person resume the activity after the incident?

5 Details of person(s) suffering damage to their property in the incident (reprint this page if necessary)

Complete this section to record the details of any damage suffered as a result of the incident.

Owner's Name	
Contact Details (unless held on Beacon)	
U3a Member? Yes / No	If Yes Mem Number

6 Details of damaged property

Describe damage caused
Estimated cost of repair or replacement if applicable

The remaining sections are to be completed for all incidents

Describe any action taken proposed or taken to prevent a recurrence of the incident.	

To the best of my/our knowledge and belief all the above details are true and correct.	
Name	Date

Incidents will be reviewed at earliest opportunity at a committee meeting.