

Horsley u3a Incident Report Form

Incident Report Form

This form should be completed by a member of the committee or by a group leader. When completing the form, do not admit fault or liability. On completion, email the form to the Horsley u3a Group Support Team at email groups@horsleyu3a.org.uk.

The completed incident form should be retained on file by the u3a Committee for a minimum of three years, regardless of whether a claim appears likely.

1. Your details

Name	
Position	
Email	
Telephone	
Address	

2. 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 possible.	

Sections 3 and 4 are to be completed for any incident involving injury

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3. Particulars of the injured person(s) (continue on a blank page if necessary)

Name		
Email		
Telephone		
Address		
Were they a member of your u3a on the date of the incident?	Yes/No	
Were they wearing suitable footwear? If relevant to the incident?	Yes/No	
Please add any comments made at the scene by them		

4. Details of the injury

Describe the injuries
What immediate action was taken?
What treatment was given at the scene?
Were they admitted to or treated in hospital? Please give details
Are they receiving ongoing medical treatment? Please give details

Section 5 is to be completed for any incident involving damage to property

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5. Details of damaged property

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

The remaining sections are to be completed for all incidents

6. Name, contact details and comments of witness(es) to the incident (continue on a blank page if necessary)

Name	
Email	
Telephone	
Address	
Comments made	

7. Other environmental conditions (weather, dry, rain etc) or (flooring, liquid present, cleaned away)

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Declaration

Your name	
I declare that, to the best of my knowledge and belief, all of the details provided are true and correct in all respects.	
Signed	Date