Incident Report Form

Please note that this form is to be filled in by a member of the committee, a group convenor, 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		
Name	Position	
Email	Telephone	
Address		
	Postcode	

B INCIDENT DETAILS

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

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

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the	incident?
Name	Email
Address	
Postcode	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		
Postcode	Telephone	
Was he/she a member of your U	3A on the date of the incident?	
Name	Email	
Address		
Postcode	Telephone	
Was he/she a member of your U	3A 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	
	Postcode
,	
G NAME AND CONTACT DETAILS OF A	NY WITNESSES TO THE INCIDENT
H DECLARATION	
I/We declare that to the best of my/our know	vledge and belief all the foregoing particulars are true and correct
I/We declare that to the best of my/our know in all respects.	vledge and belief all the foregoing particulars are true and correct
I/We declare that to the best of my/our know	
I/We declare that to the best of my/our know in all respects.	vledge and belief all the foregoing particulars are true and correct