

# Incident report form for Crediton and District u3a

Record number:

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.

## 1. Details of reporting person

<b>Name</b>	
<b>Position</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Address</b>	

## 2. Incident details

<b>Date of incident and 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 and continue on a blank sheet if necessary.</i>	

## 3. Particulars of the injured person(s)

Please continue on a blank sheet if more than one person is involved

Name
Address
Telephone
Email
Were they a member of u3a at the time of the incident?

## 4. Details of injury/injuries

Describe the injury/injuries
What action was taken (including treatment at the scene and admission to hospital)?
What ongoing medical consequences are there from the incident (if known)?

## 5. Details of damaged property

To be completed if damage to property has been involved.

Describe damage caused
Estimated cost of repair or replacement (if known)
Name of owner of damaged property
Email and phone
Address

## 6. Name and contact details of any witnesses to the incident

Continue on a bank sheet of required


## 7. 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