

# Incident Report Form

April 2017

Please note: this form is to be filled in by a member of Blandford & District U3A's committee, a group leader, or the property owner and should be retained on file by the secretary in case of a claim and for a period of three years, even if a claim appears unlikely.

## A - YOUR DETAILS

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 damaged property being there	
Please describe the circumstances of the incident <i>Attach a sketch or photograph(s) if appropriate</i>	

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

Name	Telephone
Address	
Postcode	Email
Was he/she a member of B&D U3A on the date of the incident?	
Name	Telephone
Address	
Postcode	Email
Was he/she a member of B&D U3A on the date of the incident?	

*Sections D and E to be completed for any incident involving injury*

**D – PARTICULARS OF THE INJURED PERSON(S) (continue on a blank page if necessary)**

Name	Telephone
Address	
Postcode	Email
Was he/she a member of B&D U3A on the date of the incident?	

**E – DETAILS OF INJURY**

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

*Section F 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	

*The remaining sections to be completed for all incidents*

**G – NAME AND CONTACT DETAILS OF ANY WITNESS TO THE INCIDENT (continue on a blank page if necessary for additional witnesses)**

Name	Telephone
Address	
Postcode	Email

**H – DECLARATION**

I declare that to the best of my knowledge and belief the above details are true and correct	
Signed	Dated

*Please pass completed form to secretary to be placed on file – thank you.*