



Incident report form

Category: 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. Your details

U3A	Welwyn Hatfield
Name	
Position	
Email	
Telephone	
Address	
Postcode	

2. Incident details

Date of incident	
Time of incident	
Where did the incident occur?	
Please state the reaso	n for the injured person or damaged property being there
Please describe the ci	rcumstances of the incident
Attach a sketch or photo	ograph(s) if possible





3. 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 4 and 5 are to be completed for any incident involving injury.

4. 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 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?		





5. Details of injury

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

Section 6 is to be completed for any incident involving damage to property

6. 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 are to be completed for all incidents





7. Name and contact details of any witnesses to the incident

8. Declaration

I/We declare that to the best of my/our knowled and correct in all respects.	ge and belief all the foregoing particulars are true
Signed	Dated

u3a	Doc u3a KMS-FRM-001- Role description - Incident Report Form	The Third Age Trust
Version	Description of changes	Date
2.0	Updated formatting	23/11/2021