

## Incident Report Form – Perth U3A

**An incident is defined as any occurrence which: a) results in personal injury to anyone (including a member of the public) b) is classifiable as a near miss with potential to cause serious injury c) causes damage to property d) involves ill health or sickness e) results in conflict or complaints f) is something which could cause damage to the reputation of Perth U3A.**

It is important that this incident/accident report is completed as soon as possible whilst the details are able to be recalled accurately You should also notify the Secretary verbally in case they want to visit the scene of the accident.

**REMINDER: Group leaders should have a post code for their venue available in case emergency services are called.**

|                                                  |
|--------------------------------------------------|
| U3A group involved with incident:                |
| Nature of Incident:                              |
| Date/ Time/ Location of Incident:                |
| Details of any assistance required at the scene: |
| Injuries incurred (if any):                      |
| Property damage (if any):                        |

Actions Taken:

Follow-up required after incident (Eg. Medical advice/ attention sought afterwards):

Any other comments:

Witnesses (incl. contact details if not U3A members):

Names and contact details of parties to incident, and nature of their involvement:

Name of Group Leader.....

Telephone Number .....

Signed.....

Date .....

**Completed forms to be sent to Perth U3A Secretary**

