

Street & Glastonbury U3A

ACCIDENT & INCIDENT REPORT FORM

Please complete all relevant sections

DETAILS OF ACCIDENT OR INCIDENT	
Group:	Leader:
Date & Time of Accident/Incident:	
Where did the accident/incident occur?	
Briefly describe the circumstances of the accident/incident (<i>Continue overleaf if necessary</i>)	
Action taken:	
DETAILS OF INJURED PERSON (If Applicable)	
Surname:	Address of injured person
Forename(s):	
Injury or part of body injured:	
Were any of the following contacted? <div style="text-align: center;">Police: Yes/No Ambulance: Yes/No Spouse/Partner: Yes/No</div>	
Treatment given & by whom:	
Was the injured person was able to carry on as normal? Yes/No. If No please expand (<i>continue overleaf if necessary</i>):	
Name & contact details of witness(es):	
Action taken to prevent a recurrence:	
Name & Tel no. of person completing this form:	
HOW TO REPORT THE ACCIDENT/INCIDENT	
<ol style="list-style-type: none"> 1. Contact the Groups Coordinator with 3 days of the accident or incident, preferably by email to groups@streetu3a.org or by telephone to 01458 443542. 2. Post the completed form within 7 days to the Groups Coordinator, Cynthia Rayes, 3 Goss Drive, Street BA16 0RR 3. The Group Leader will take any necessary action. 	

Signature: _____ Date: _____

Group Coordinator signature: _____ Date received: _____

NOTES FOR COMPLETION OF ACCIDENT & INCIDENT REPORT FORM

SECTION	NOTES
Where did the accident/incident occur?	The venue and the location within that venue.
Briefly describe the circumstances of the accident/incident.	Try to include all important details.
Injury or part of body injured.	Include what you know plus what you think the injury could be E.G: Fell and hurt wrist, may be broken.
Treatment given & by whom.	Any treatment given and the name and address of person who administered it.
Name & contact details of witness(es).	One or two main witnesses will be sufficient.
Action taken to help to prevent a recurrence.	E.G: Briefed group members on risk. Moved chair to a safer position. Advised Groups Coordinator or loose floorboard.
Signature.	The signature of the person completing the form.