

Incident Report Form

If an incident occurs (eg injury or damage) during a St Ives (Cambs) u3a activity of any sort, we need to record details for our benefit (learning and protection). The level of detail depends on the severity of the incident – use your judgement.

This document is available on the website (search for “incident”) as a PDF for printing and filling in by hand (add pages if necessary), and as a “docx” for completing on your computer. Send a copy to our secretary at secretarystivescambsu3a@gmail.com, as soon as practical.

Your name, membership number, and role at the time

The incident - what, where, when

The member(s) involved - names and membership numbers (if a member), or contact details (if not a member)

How the incident was resolved - eg who did what

If anything else needs to be done now - eg a change to how we operate

Anything else to add, eg contact details of witnesses, observations

To the best of my/our knowledge and belief all the above are true and correct	
Signed	Dated

Please sign above, and send a copy of the completed form to our secretary at secretarystivescambsu3a@gmail.com, as soon as practical.