

## **INCIDENT REPORT FORM**

This form/report must be completed when an accident or incident involving a person has occurred in relation to any U3A Inner North course or activity, whether at the U3A Inner North rented premises or elsewhere.

The report can be prepared by the person involved or another person who knows the facts (such as the group leader/tutor or a witness to the event). It should be completed as soon as possible after the event. The report will provide U3A Inner North with a record of the event in the case of any insurance claim arising from the accident or incident.

<b>Date, time and location of the accident/incident</b>	
<b>Name , contact details and signature(s) of person(s) involved in the accident/incident</b>	
<b>Describe fully the nature of the accident/incident</b>	
<b>What first aid, medical or other assistance, if any, was given following the accident/incident</b>	
<b>Names and contact details of two people who witnessed the accident/incident</b>	1.  2.
<b>Name, contact details and signature of person preparing this report</b>	
<b>Date of this report</b>	
<b>Suggested follow-up action for U3A Inner North to mitigate against such an occurrence in the future (if applicable)</b>	

**PLEASE ARRANGE FOR THE COMPLETED FORM TO BE GIVEN TO THE PRESIDENT, U3A INNER NORTH,**

**OR EMAILED ASAP TO [admin@u3ainnernorth.org.au](mailto:admin@u3ainnernorth.org.au)**

