



ACCIDENT / INCIDENT REPORT FORM

This report must be completed when any accident or incident involving a person has occurred in relation to any U3A AH course or activity, whether on U3A rented premises or elsewhere, and irrespective of whether an injury or illness is apparent as a result. The report must include sufficient details of the accident or incident and the surrounding circumstances. The report can be prepared by the person involved or another person who knows the facts (such as a witness to the event) and should be completed as soon as possible after the event. This report will provide U3A AH with a record of the event in the case of any insurance claim arising from the accident or incident. Please complete asap and email to the Chairperson u3a.ahills@gmail.com

Date and time of the accident / incident

Name of person(s) involved, including contact details

Location of accident / incident

Describe fully the nature of the accident / incident

Describe any injury as a result of the accident / incident

What assistance was given at any time following the accident / incident?

The names and contact details of at least two witnesses (if possible)

Your name and contact details

Date _____