

Furness u3a Incident Report Form

GUIDANCE

- Reporting incidents will enable us to gain a better understanding of incidents, monitor trends and provide appropriate guidance and training.
- Please report not only incidents *during* a Furness u3a activity but also incidents related to travel, *organised by the u3a*, to or from an activity. [Completing the form for travel-related incidents does not replace the obligation for drivers to contact their own insurers.]
- Normally, submit a report if someone is injured or a medical incident has occurred. However, it is up to the Group Leader [or u3a member leading the activity] to decide whether an incident is serious enough to justify submitting a report.
- In all cases, reporting should be via this form. Submit the form, no more than 10 days after the incident, to the Furness u3a Welfare and Inclusion Officer. This can be done: by post to Garth Row Farmhouse, Lowick Green, Ulverston, LA12 8EB; by hand at a Speaker Meeting or Drop In; or by emailing a scan or photograph of the form to welfare@furnessu3a.org.
- For incidents related to a u3a activity group, the form should normally be completed and submitted by the Group Leader. [If the Group Leader was not present, the responsibility lies with the u3a member leading the activity.]
- Please provide as much information as possible and put additional information in Section 9 if necessary. If you contacted any external agency, please give details in the *What happened and what action was taken?* box. The form asks for contact details of at least one key witness, in case further investigation is required.
- Once your form is received, an acknowledgement will be sent and appropriate support made available. If appropriate, copies of the form will be sent to our insurers and occasionally further investigation may follow, in which case a member of the Committee will be in touch.

1 Event in which the incident occurred

Type of event [eg group meeting; walk]:

Name of u3a activity group [if appropriate]:

Date of event:

Number of participants:

2 Person leading the event

Name:

Membership number:

Email address:

Contact phone number:

3 Details of the incident

Location and time:

What happened and what action was taken?

Was a Risk Assessment carried out before the incident? [If Yes, please enclose any documents.]

4 Damage to property [if applicable]

Description of property and damage:

Owner of property

[if not Furness u3a, give the owner's name and contact details]:

5 Person injured or affected by the incident [if applicable]

[If more than one person was injured/affected, please list their details in Section 9.]

Name:

Date of birth (or approximate age):

Membership number (if a Furness u3a member):

Email address:

Contact phone number:

Details of the injury, treatment and current condition (if applicable):

6 Other people involved with the incident [if applicable]

[If more than one person was involved, please list their details in Section 9.]

Name:

Membership number [if a Furness u3a member]:

Email address:

Contact phone number:

How were they involved?

7 Witness to the incident

[If you think it is wise to provide details of more than one witness, list the others in Section 9.]

Name:

Membership number:

Email address:

Contact phone number:

8 Your details [LEAVE BLANK if you have already given these details above]

Name:

Membership number:

Email address:

Contact phone number:

Declaration

I declare that to the best of my knowledge and belief all the particulars above and in Section 9 are true and correct in all respects.

Signature: _____

Date: _____

9 Additional information [where necessary]

For example, more details about the incident, extra witnesses, how likely is a claim.

Privacy Note

Sensitive personal data may be collected as part of reporting on any incident on an activity or event organised by Furness u3a. This information may be shared with our insurance company in line with our legal and insurance obligations. When sensitive personal information is collected, we will take extra care to ensure your privacy rights are protected.