

Aughton & Ormskirk U3A.

Accident/Serious Incident* Form

People. Names and contact details of person(s) involved and of others who could provide further information, if needed.

Circumstances. Brief description of circumstances, including: 1 - what happened; 2 - injuries and/or damage to property (sketches or photos maybe helpful); 3 - assistance provided by emergency services; 4 - any other remedial action taken.

Continue overleaf if necessary

Reportee. Name and contact details of person completing this report (usually the person leading the U3A activity at time of incident).

Action. This form should be forwarded to the Secretary of the Management Committee and copies given to those directly involved in the incident (e.g. the injured person(s)). Dated when passed the Secretary.

*Deciding what a 'serious incident' is needs judgement; usually it involves an event where there was no serious injury to persons or damage to property, but where such outcomes were likely, and from which important lessons could be learnt.