**Incident Report Form**

This form should be completed by a walk leader, committee member and/or other members as soon as possible after an incident involving injury or property damage, or after a near miss. Please complete the whole of the form and attach any relevant supplementary information. This is purely to record the incident / potential incidents and allow it to be reviewed to help prevent similar incidents occurring. It is not an insurance claim form.

**Please return the completed form to any committee member**.

|  |  |
| --- | --- |
| **Activity or event** (e.g group walk, path clearance activity, AGM)**:** | |
| **Date of activity:** | **No. of participants:** |

**PERSON LEADING THE ACTIVITY** (e.g walk leader)

|  |  |
| --- | --- |
| **Name:** | |
| **Type of activity:** | |
| **Email address:** | **Contact no:** |

**INCIDENT** (Please give as much detail as possible)

|  |
| --- |
| **Location, date and time:** |
| **What happened and what action was taken:** |

**PERSON INJURED OR AFFECTED BY THE INCIDENT**

|  |  |
| --- | --- |
| **Name:** | **Date of birth/approximate age:** |
| **BWC member** (Y/N)**:** | |
| **Email address:** | **Contact no:** |
| **(If applicable) Details of the injury, the treatment received and current condition** (if known)**:** | |
| **(If applicable) Details of the damage to third party property:** | |

**WITNESS** (If more than one, please list others in next section)

|  |  |
| --- | --- |
| **Name:** | |
| **Email address:** | **Contact no:** |

**ANY ADDITIONAL INFORMATION OR COMMENTS:**

|  |
| --- |
| *(e.g more detail about the incident, details of extra witnesses, the likelihood of a claim)* |

**PERSON REPORTING THE INCIDENT / POTENTIAL INCIDENT**

|  |  |
| --- | --- |
| **Name:** | **Date:** |

*Sensitive personal data may be collected as part of any accident reporting on a group walk or other organised event.  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.*