Malmesbury and District u3a

Incident Form

Name of person completing form
Role in Group
Date and time of incident
Group Activity at time of incident
Location of Group at time of incident
Members involved and description of what happened (continue on separate sheet if needed)
Members who witnessed event
Were relevant risks anticipated and mitigated? (refer to Group Risk Assessment)? Yes / No

Level of concern (please circle) **1** **2** **3** **4**

1. **LOW – incidents where no follow up action is expected but it's just possible something might crop up in the future e.g. a fall without apparent injury and the person involved insists they are OK and declines assistance.** (To note only; no further action required)

2. **MEDIUM – a 'near miss' when something serious nearly happened but all concerned were lucky.** (A Committee member to talk to those involved and discuss safer practices**)**

3. HIGH – someone being hurt but dealt with at the time by first aid (qualified or not), or damage to property

4. SERIOUS – emergency services involved or anything likely to attract media attention, Insurance Company support likely to be required.

When completed, this form should be emailed to the following:

1. Chair –chair@malmesburyu3a.org.uk
2. Vice-chair - vice@malmesburyu3a.org.uk
3. Groups Co-Ordinator - groups@malmesburyu3a.org.uk

The Chair will retain the form for three years, or longer if a dispute or insurance claim is unresolved.