

**Lanark & District U3A
ACCIDENT / INCIDENT REPORT**

This report must be completed when any accident or incident involving a person has occurred in relation to any U3A Lanark & District activity, whether on U3A Lanark & District rented premises or elsewhere, and irrespective of whether an injury or illness is apparent as a result. 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 Lanark & District with a record of the event in the case of any insurance claim arising from the accident or incident.

Date and time of accident/incident:
Name of person/s involved (including contact details if known)
Location and site of accident/incident?
Describe the accident/incident (please use extra pages as required)
What first aid, medical or other assistance, if any, was given following the accident/incident?
If possible indicate the names and contact details of at least two people who witnessed the accident/incident:
Can you suggest any follow-up action U3A Lanark & District could take to avoid this type of accident/incident in the future?
Signature of Leader conducting the activity in which the accident/incident occurred
Signature of Management Committee representative and date.

Please email the completed report to the **L&D U3A Committee – Margaret Dunlop**
Email address : margaret_and_william@btinternet.com