

Accident Report Form

Swaffham & District u3a



Completed by

Name of injured person

Date/Time of incident

Where it happened

What happened

Injury caused

Treatment and outcome

Was further action needed ? If none, please state NONE

Form must be sent to the Secretary, Swaffham & District u3a: secretary.sdu3a@outlook.com
If an emergency incident happens during a group, you should call the emergency services as soon as possible. Report all accidents and incidents to your committee as soon as possible and complete an Incident Report Form is available from Pat Weir.

**It is important to have an accurate record in
case of future problems relating to the incident.**

Refer to the Accident page in the Group Leader`s Handbook.