

Mid Surrey Ramblers

Incident Report Form

Please complete the form and return it to the Treasurer by no later than the day after the incident

This form should be completed by the walk or event leader as soon 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.

PERSON LEADING THE ACTIVITY

Name:	
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:	Approximate age:
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)