

U3A Tauranga Inc Incident Report Form

(Appendix C to Health and Safety Guidelines adopted **13.11.2020**)

This form is to be completed by either an Executive member, a Group Co-ordinator or a Convener and then sent to the Health and Safety Officer as soon as possible for processing. Please use extra pages if required.

The original form is to be retained on file by the Secretary for three years.

A. Details of person making the report (as above)

Name	U3A Position
Email	Phone
Address incl. postcode	
Name of U3A Group or Meeting related to incident	

B. Incident Details

Date of incident	Time
Where did the incident occur?	
Describe the circumstances of the incident. Attach a sketch or photo as appropriate	

C. Particulars of person(s) involved in the incident (print)

Person 1: Name	Email
Address	
Phone	
On the date of the incident, was the person involved a U3A Tauranga member?	
Person 2: Name	Email
Address	
Phone	
On the date of the incident, was the person involved a U3A Tauranga member?	

D. Details of damaged property or equipment (if applicable)

Describe how damage to property/equipment occurred
Describe the actual damage to property/equipment
Estimate cost of repairs or replacement

Name of owner of damaged property/equipment
Email
Address incl postcode
Phone

E. Name and contact details of any witnesses to the incident

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F. Declaration: to be signed by member who completed section A above, and witness if appropriate

I/We declare that to the best of my/our knowledge all the particulars noted are true and correct in all respects	
Signed	Dated
Signed	Dated