



INCIDENT REPORT FORM

To be completed by a Committee Member or Tutor/ Leader as soon as practical after the incident. Copy of this report to be kept in the Incident Book, with original held by the Club Secretary as a formal club record. In the event of any serious injury (an injury requiring medical treatment) copies of the incident must be available for Insurance purposes.

Report Prepared By:	Affected Person:
Contact Details:	Contact Details:
Date of Incident:	Time of Incident:
Type of Activity Being Undertaken:	
Location Where Incident Occurred:	
Type of Incident: Injury, Damage to Property, Theft, Fire, etc.	
Incident Details: (Include Separate Attachment if insufficient space)	
Actions Taken:	
External Involvement: Where authorities or other agencies notified at the time? If so who, by whom, and how? Did they then take a role in managing the incident? If appropriate have the Insurers been notified?	
<u>NOTE:</u> Council must be advised if incident happen on Council Property	
Was A Council Officer Advised? Yes <input type="checkbox"/> No <input type="checkbox"/> Officer's Name:.....	
Date:	
Final Outcome: What was the final outcome of the incident? When was it resolved?	
Future Prevention: Can this incident be prevented at future Club activities? If so, how?	
Supplementary Information: Attachments such as a map, Witness Statements etc. to accompany report	