

## 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.*



<b>Report Prepared by</b> – with contact details	<b>Injured Person</b> – with contact details
<b>Date of incident</b>	<b>Time of incident</b>
<b>Type of activity being undertaken</b>	
<b>Location where incident occurred</b>	
<b>Type of incident</b> ( <i>injury, damage to property, theft, fire, etc.</i> )	
<b>Incident details</b> ( <i>include separate attachment if insufficient space</i> )	
<b>Action/s taken</b>	
<b>External involvement.</b> <i>Where authorities or 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?</i>	
<b><u>Note: Council must be advised if incident occurred on Council Property</u></b> Was a Council officer advised? Yes      No Officer's Name	
<b>Final outcome</b> <i>What was the final outcome of the incident? When was it resolved?</i>	
<b>Supplementary information:</b> <i>Attachments such as a map; witness statements etc. to accompany report.</i>	