

Accident/Injury Report Form

1	Date and time of accident or injury	
2	Name and address of injured person	
3	Walk event/ activity	
4	Location of incident	
5	Full details of incident including time and nature of injury or damage (a sketch on an additional sheet is useful)	
6	Details of any action taken	
7	Names and addresses of witness(es)	
8	Recommended subsequent action/other information	
9	Details and role of person completing report form	
10	Report entered in office records (date)	

A copy of this report should be filled in by the walk leader or group activity leader and passed to the Groups Convenor and Chess Valley U3A Secretary.