

Dronfield and District u3a Incident Reporting - Guidance and Report Form

Version 4.0

This document is available on the Policies page of the DDU3a website.

Date Approved: 19-Aug-2024

Next Review Date: No later than August 2026

NB It is recommend that this guidance and form are reviewed each time an Incident Report is submitted to ensure that the guidance is appropriate and the reporting process operates effectively.

For an online version of this document use the: [Online Incident Reporting Form](#)

1. General Advice

An "incident" is any event that causes distress to a member or someone involved in a DDU3a activity. This may include an injury to a person, damage to property, or a dispute between members. The person leading the activity should use their own experience and judgement to decide whether an incident should be reported to the u3a Chair, except in the case of any physical injury, where a report should automatically be sent.

2. General & Group Meetings

Coordinators/Meeting Organisers/Hosts must complete a Risk Assessment prior to any meeting/event being held and submit it to the Health and Safety Officer (health-safety@dronfieldu3a.org.uk) for approval. Coordinators/Meeting Organisers/Hosts should point out to attendees any risks in and around venues, homes or outside locations where meetings or activities are being held. They should also name the 'responsible person' to whom any incidents should be reported during the meeting.

3. Dealing with Incidents

If there's an unexpected incident where someone needs assistance, the responsible person should be alerted. If medical or first aid assistance is needed the responsible person will make sure help is sought. They will also make sure someone else takes charge of the rest of the group. Often other members may be able to offer support.

4. Reporting Incidents

All incidents must be reported to the Chair, preferably within 48 hours, by telephoning 01246 900201 or emailing chair@dronfieldu3a.org.uk.

An Incident Report Form should then be completed, either by printing and completing the form included in this document (pages 4-12) or by filling in the online version: [Online Incident Reporting Form](#).

The report should include an explanation of what exactly occurred and any damage caused, witness testimonies, contact information of all involved parties, pictures of the scene (if possible) and any other relevant information. These reports become invaluable if the victim decides to take action against DDU3a. In the light of this possibility, please ensure you only include facts, not opinions, i.e. what you saw, heard or was reported to you.

Document History		
Date	Version Number	Summary of Changes
19-Aug-2024	4.0	<p>Renamed from Incident Report to Incident Reporting – Guidance and Incident Report Form. Hyperlinks to DDU3a’s old website removed throughout document. DDU3A and U3A changed to DDU3a and u3a throughout document Added a recommendation that the guidance and form are reviewed after an incident report is submitted. Reference to Online Incident Reporting Form added to introduction. Guidance, advice and document history moved to front of the document, before the Report Form. Paragraph numbers added. Paragraph 1. General Advice: Amended to clarify that form can be used to report disputes between members, not just injuries or damage to property. Paragraph 2. Risk Assessments to be sent to Health & Safety Officer not to Groups Manager or Secretary for approval.</p> <p><u>Report Form</u> Link to online form added. Reformatted with larger boxes to make hand completion easier. Section 8 Declaration moved to be Section 2 to prevent duplication of data entry. Subsequent sections renumbered Particulars of any injured persons and Details of injury merged into single section 5 Particulars of any injured person(s) and details of their injuries. Old DDU3a PO Box address removed from instructions at end of form.</p>
21-Feb-2022	3.0	<p>Updated to use latest version of TAT’s form (Dec 2019) Document owner and checked by removed, chair’s email address changed. Document History moved to end of document.</p>
June 2019	2.1	<p>Chair’s postal address updated, email and phone number added.</p>
March 2019	2	<p>Replacement for Accident & Emergencies Re-written with user-friendly language</p>
May 2018	1	<p>New policy approved</p>

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Dronfield and District u3a Incident Report Form

This form must be completed by a member of DDU3a's committee, a group coordinator/meeting leader/organiser, or the property owner where an incident has occurred. It will be retained on file by Dronfield and District u3a's committee in case of a claim for a period of three years even if a claim appears unlikely.

You can complete this form online using the [Online Incident Reporting Form](#). The Chair will be automatically notified whenever an online form is completed.

Or, you can print this form and complete it by hand, attaching additional sheets if necessary.

Once completed, printed forms should be posted to The Chair, or given to any member of the Committee who will pass it on to the Chair.

For the postal address please email chair@dronfieldu3a.org.uk or telephone 01246 900201.

For data protection reasons, DO NOT send a completed form by email.

1. Your details

Mandatory - to be completed for all incidents.

u3a	Dronfield and District u3a		
Name			
Your role in DDU3a			
Email			
Address			
Postcode		Telephone	

2. Declaration

Mandatory - to be completed for all incidents.

I declare that to the best of my knowledge and belief all the following particulars in this form are true and correct in all respects.	
Signature	Date

3. Incident details

Mandatory - to be completed for all accidents, damage to property or incidents between members.

Date of incident	
Time of incident	
Where did the incident occur?	
Please state the reason for the injured person(s), damaged property or DDU3a members being at the scene of the incident	
Please describe the circumstances of the incident Attach a sketch or photograph(s) if possible	

Continue to Section 4 (page 6)

4. Particulars of person(s) involved in the incident (continue on next page and on blank pages if necessary). See Section 5 for persons injured in the incident.
Mandatory - to be completed for all incidents.

Name			
Address			
Postcode		Telephone	
Email			
Were they a member of DDU3a on the date of the incident?		Yes / No	

Name			
Address			
Postcode		Telephone	
Email			
Were they a member of DDU3a on the date of the incident?		Yes / No	

Add additional persons on next page if needed or continue to Section 5 (page 8)

4. (continued)

Particulars of person(s) involved in the incident (continue on blank pages if necessary)

Optional – use for additional person(s) involved.

Name			
Address			
Postcode		Telephone	
Email			
Were they a member of DDU3a on the date of the incident?			Yes / No

Name			
Address			
Postcode		Telephone	
Email			
Were they a member of DDU3a on the date of the incident?			Yes / No

*Add additional persons on blank pages if needed,
then continue to Section 5 (Page 8)*

5. Particulars of any injured person(s) and details of their injuries (continue on next page and on blank pages if necessary)

Optional, but must be completed for any incident involving injury.

If no-one was injured continue to Section 6 (page 9).

Name			
Address			
Postcode		Telephone	
Email			
Were they a member of DDU3a on the date of the incident?		Yes / No	
Describe their injury/injuries			
Immediate action taken			
Treatment at the scene			
Admission to hospital			
Ongoing medical treatment			

Add additional injury information on next page if needed or continue to Section 6 (page 10)

5. (continued)

Particulars of any injured person(s) and details of their injuries (continue on blank pages if necessary)

Optional – use to report injuries to any additional person(s).

Name			
Address			
Postcode		Telephone	
Email			
Were they a member of DDU3a on the date of the incident?	Yes / No		
Describe their injury/injuries			
Immediate action taken			
Treatment at the scene			
Admission to hospital			
Ongoing medical treatment			

*Add additional injury information on blank sheets if needed
then continue to Section 6 (page 10)*

6. Details of damaged property (continue on next page and blank sheets if necessary)

Optional – but must be completed for any incident involving damage to property.

If no damage caused continue to Section 7 (page 11).

Description of the damage caused			
Estimated cost of repair or replacement			
Name of owner of the damaged property			
Address			
Postcode		Telephone	
Email			
Were they a member of DDU3a on the date of the damage?			Yes / No

*Add additional damage information on next page if needed,
then Continue to Section 7 (page 12)*

6. (continued)

Details of damaged property (continue on blank sheets if necessary)

Optional – use to report additional damage to property.

Description of the damage caused			
Estimated cost of repair or replacement			
Name of owner of the damaged property			
Address			
Postcode		Telephone	
Email			
Were they a member of DDU3a on the date of the damage?			Yes / No

*Add additional damage information on blank pages if needed,
then continue to Section 7 (page 12)*

7. Name and contact details of any witnesses to the incident (continue on blank sheets if necessary)

Mandatory – must be completed for all incidents.

Name			
Address			
Postcode		Telephone	
Email			
Were they a member of DDU3a on the date of the incident?	Yes / No		

Name			
Address			
Postcode		Telephone	
Email			
Were they a member of DDU3a on the date of the incident?	Yes / No		

END OF FORM

Please post the completed form to the Chair, or give it to any member of the Committee who will pass it on to the Chair.

For the postal address email chair@dronfieldu3a.org.uk or telephone 01246 900201

For data protection reasons, DO NOT send a completed form by email.