

Aughton & Ormskirk u3a
Accident/Serious Incident* Form

People: names and contact details of person(s) involved and others who could provide further information if needed.

Circumstances: brief description of circumstances, including 1 - date/time of incident; 2 - what happened; 3 -injuries and/or damage to property (sketches or photos may be helpful); 4 - assistance provided by emergency services; 5 - any other remedial action taken.

Continue overleaf if necessary

NOTE – An entry should also be made in the Accident Book belonging to the premises.

Reportee: name and contact details of person completing this report (usually the person leading the u3a activity at the time of the incident).

Action: forward this to report to the Management Committee's Health & Safety representative (healthsafety@aou3a.uk)

*Deciding what a 'serious incident' is needs judgement; usually it involves an event where there was no serious injury to persons or damage to property, but where such outcomes were likely, and from which important lessons could be learnt.