

**Lanark & District U3A  
ACCIDENT / INCIDENT REPORT**

This report must be completed when any accident or incident involving a person has occurred in relation to any U3A Lanark & District activity, whether on U3A Lanark & District rented premises or elsewhere, and irrespective of whether an injury or illness is apparent as a result. The report can be prepared by the person involved or another person who knows the facts (such as a witness to the event) and should be completed as soon as possible after the event. This report will provide U3A Lanark & District with a record of the event in the case of any insurance claim arising from the accident or incident.

<b>Date and time of accident/incident:</b>
<b>Name of person/s involved (including contact details if known)</b>
<b>Location and site of accident/incident?</b>
<b>Describe the accident/incident (please use extra pages as required)</b>
<b>What first aid, medical or other assistance, if any, was given following the accident/incident?</b>
<b>If possible indicate the names and contact details of at least two people who witnessed the accident/incident:</b>
<b>Can you suggest any follow-up action U3A Lanark &amp; District could take to avoid this type of accident/incident in the future?</b>
Signature of Leader conducting the activity in which the accident/incident occurred
Signature of Management Committee representative and date.

Please email the completed report to the **L&D U3A Committee – Liz Weston**

Email address : [ldu3a.chair@outlook.com](mailto:ldu3a.chair@outlook.com)