

Great Glen Walking Club – incident reporting form

Please see overleaf for rationale and guidance on completion.

Further details can be added overleaf, or on a separate sheet, if necessary.



Date of incident	Walk/event title	Leader's name
<p>What kind of incident (please tick all that apply). This form must be completed for incidents shown in bold below. Other categories of incident can be reported where deemed helpful – for example, where there are issues to be highlighted to the Committee or Club members.</p> <p> <input type="checkbox"/> Injury <input type="checkbox"/> Individual(s) inadvertently split from group <input type="checkbox"/> Illness <input type="checkbox"/> Potential for future formal complaint or legal proceedings <input type="checkbox"/> Involvement of emergency services <input type="checkbox"/> Near miss <input type="checkbox"/> Other (please specify) </p>		
<p>Who is completing this form?</p> <input type="checkbox"/> Leader (usual practice) <input type="checkbox"/> Other (in exceptional circumstances)	Name	
	Address	
	Telephone number	
	Email address	
Who was involved?		
Name		Name
Address		Address
Telephone number		Telephone number
Email address		Email address
Witnesses – where relevant		
Name		Name
Address		Address
Telephone number		Telephone number
Email address		Email address
What happened?		
Actions taken		

Outcome:		
Suggested action and learning points:		
signed	Date completed	Date submitted

Guidance on completion: For mishaps occurring during an event, it can be extremely helpful to have an account of the incident which was written near the time. In most circumstances the report will be completed by the walk leader at the earliest opportunity.

If another participant has assessed the situation differently they may submit their own report, in addition to or in place of the leader's report. Where this situation arises, it is courteous to let the leader know.

This form should be submitted to the Secretary as soon as reasonably possible. Incidents will be discussed at the next Committee meeting, and where appropriate at the next AGM. If after one year, if there is no likelihood of further need, the record will be destroyed.

Further details from overleaf can be inserted here
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For office use only	Date/ initials
Date received	
Immediate action taken:	
Outcome of committee discussion:	
Outcome of AGM discussion where appropriate:	