

## Report of Untoward Incident

Branches are advised to make a written note of any untoward incidents that occur during a Fellowship activity and to keep the record on file.

The following is a check list for such an occasion:

Date of incident	
Time of incident	
Where did the incident occur?	
What was the event? e.g. branch meeting, outing etc	
Name of all those involved in the incident	
What happened in the incident?	
Were there any witnesses and if so who?	
Did any of the witnesses write a statement of events?	
Was there any photograph or CCTV record of the incident?	

Was there any obvious cause of the incident e.g. trailing wire, broken furniture and if so what was it?	
Was any first aid administered and by whom?	
If so, what first aid was administered?	
Was the incident recorded in the accident book, and by whom?	
Where is the book kept?	
Were the emergency services called?	
If so, which ones and what was the response?	
Was anyone taken to hospital?	
If so, did anyone accompany them?	
What was the outcome of the incident. e.g. hospitalisation?	
If appropriate, was the incident reported to the Police?	
If so, what was the incident number?	
Name of the person completing this form	
Date and time of writing this report	