**ACCIDENT / INCIDENT REPORT**

This report must be completed when any accident or incident involving a person has occurred in relation to any U3A-ACT course or activity, whether on U3A-ACT 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-ACT with a record of the event in the case of any insurance claim arising from the accident or incident

**Accident** means an unplanned occurrence or incident that causes or contributes to personal injury or damage to property

**Incident** means any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.

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| Date and time of accident/incident:  Name of person involved (including contact details if known) |
| Location and site of accident/incident: |
| Describe fully the nature of the accident/incident: |
| What first aid, medical or other assistance, if any, was given following the accident/incident |
| If possible indicate the names and contact details of at least two people who witnessed the accident/incident: |
| Suggested follow-up action for U3A-ACT to mitigate against such an occurrence in the future (if applicable) |
| Name of the person preparing this report (please give contact details):  Date of this report: |
| Signature of member conducting the activity in which the accident/incident occurred (if applicable) |

If space is insufficient for any entry please continue on the back of the sheet.

Please forward the completed report to the Secretary U3A-ACT Inc. address: Hughes Community Centre, 2 Wisdom Street, Hughes. ACT 2605 or at [secretary@u3acanberra.org.au](mailto:secretary@u3acanberra.org.au). This report may be shared with the landlord or lessee of the property where the incident occurred.