

## Manor Walking Club - Incident Report Form

Please complete this form for all incidents, whether deemed minor, serious, a near miss, or if outside assistance was or was not required. The information supplied here is confidential and will assist the Club to develop an overview of incidents and help us provide relevant guidance..

This form should be completed by the walk leader. It should then be given to the Club secretary. Please aim to return it within **10 days** of the incident occurring. Please fill in the form in electronically or use a blue or black pen and write clearly.

### 1. Walk

Walk title	
No of participants	Date of walk

### 2. Walk leader

Forename	Surname
Address (give details below if they differ in any way from your membership details already held)	
Phone no	Mobile no
Email address	

### 3. Details of affected person

Forename	Surname
Gender	Date of birth or approx. age
Address	
Phone no	Mobile no
Email address	
Club member? Yes/No	
Were there any injuries? If yes, please state their nature.	
Was medical attention sought? If yes, what treatment was received & for how long?	

If injuries were sustained is a full recovery expected?

**4. Details of incident**

Were emergency services called? Yes/No

Location, date & time of incident

What happened? Please give as much information as possible and use continuation sheet if necessary.

**5. Witness** (if more than one please list others in section 9)

Forename	Surname
Gender	Date of birth
Address	

Phone no	Mobile no
Email address	
Club member? Yes/No	

**6a. Details of person making report (if same as person named in section 2 go to 6b)**

Forename	Surname
Address	
Phone no	Mobile no
Email address	

**6b. Extra information from person making report**

In your opinion is a claim likely to be made?	
Is there anything else you would like to add?	
Signature	Date

**7. The following must be completed by the Club secretary**

Name	Email address
Address	
Phone no	Mobile no
Signature	Date

**This form will be held on file by the Manor Walking Club committee and, where required, forwarded to the Club insurers.**

**DATA PROTECTION ACT:**

*All information you provide on this form is treated by us as confidential and except to the extent required by law, we shall only use such information for the purposes of managing the outcomes of the incident., f any. Information you provide may be forwarded to our Insurer for these purposes.*

**Continuation Sheet (if required)**

**8. Please clearly list the question number you are continuing**

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**9. Witness continued:**

Forename	Surname
Gender	Date of birth
Address	
Phone no	Mobile no
Email address	
Club member? Yes/No	

Forename	Surname
Gender	Date of birth
Address	
Phone no	Mobile no
Email address	
Club member? Yes/No	Membership no (if applicable)

*Continue on blank sheets as required*

## **Accompanying Notes – How to complete the Incident Report Form**

### **When to fill in the form**

The Club requires the reporting of all incidents, whether deemed minor or serious, no matter what the envisaged severity is or if emergency services were or were not required.

This includes near misses - an incident may not necessarily involve personal harm or injury. Examples of incidents include a walk where someone has been injured falling off a stile, or tripped on a pavement, damage to property following a gate being left open.

You should also report any referrals or other incidents in connection with our guidelines on safeguarding children or vulnerable adults. This form will enable the Club to gain a better understanding of incidents, monitor trends and provide appropriate guidance. It is important that all incidents are recorded and we encourage an open culture of reporting, learning and continual improvement.

Please fill in the form as quickly as possible after the incident and return it as soon as possible, and within 10 days maximum. If you return it electronically there is no need to send a hard copy in the post.

### **How to fill in the form**

Please provide as much information as possible and use the continuation sheet if necessary. If you needed to contact any external agency other than the emergency services (for example the local authority child and family services) please give details under 'What happened'? We request that contact details of at least one key witness are provided in case further investigation should be required. You may decide that due to the nature of the incident it is best to provide the details of a number of witnesses. If you are using the form to report a referral under the safeguarding guidelines for children of vulnerable adults, please do not record personal details of third parties on the form

### **Serious incidents:**

If the incident is of a serious nature please inform the Club secretary immediately on return from the walk. Such incidents will need to be reported to our insurers immediately. An incident of serious nature is defined as posing immediate danger to life where outside help is required, this includes:

- incidents where 999 has been called to deal with urgent medical help i.e. a heart attack, stroke or severe physical injury where the walker is unconscious
- evacuation of party/member by emergency services and urgent medical help is needed
- death of a participant
- any potential breach of the Safeguarding Children and Vulnerable Adults policy – this can be found by going to: [www.ramblers.org.uk/volunteer/safeguarding](http://www.ramblers.org.uk/volunteer/safeguarding)

### **What happens next?**

Once your form is received by the Club secretary it will be reviewed. An acknowledgement will be sent. Copies of the form will be sent to our insurers and occasionally further investigation may follow, in which case the Club secretary will be in touch.