MID-CHESHIRE FOOTPATH SOCIETY. INCIDENT/ACCIDENT REPORT FORM

(See overleaf for completion instructions)

1. **Walk leader & date of incident/accident:**

Walk Leader: …… Date of Incident/Accident: ……

2. **Site where incident/accident occurred:**

Grid Reference: ……..

Brief Site Details: ……

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3. **Details of affected person(s):**

Name(s): …… …… ……

…… …… ……

4. **Nature and details of incident/accident, include what happened to individuals after the incident/accident, including what happened immediately afterwards.**

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5. **Details of action taken, including what happened to any person(s) affected:**

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6. **Names of any witness(es):**

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7. **Details of contact/follow up after event:**

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8. **I believe the above details to be a true and accurate record/account.**

Signature of Walk Leader: …… **Date of Report: ……**

COMPLETION NOTES FOR INCIDENT/ACCIDENT REPORT

1. Form to be filled in and signed by Walk Leader, including 'Contact/Follow Up' comments in Section 7, within 24 hours of the occurrence.

2. Send the completed form to the Treasurer: Dr R. H. Clark, 37 York Drive, Mickle Trafford, Chester, CH2 4DT

3. If more space is required, please continue your report on extra sheets.

4. A report must be completed whenever there is any likelihood of further action, follow up or subsequent treatment. If in doubt, complete the form. The following are two examples of when a report should be completed:
    - An accident where there is likelihood of ANY subsequent treatment or attention
    - An incident where there is ANY possibility of further action or implication for the Society.

5. Your report will be brought to the attention of the Committee at their next meeting.

<u>Notes for action by the Treasurer:</u>

1. Upon receipt the report should be assessed and logged.

2. If necessary, contact should be made with the Walk Leader to gather any additional information that is required.

3. The report should be brought to the attention of the Committee at their next meeting. In the event of any identified urgency, then the Chairman and any other relevant Officer or Committee Member should be notified immediately upon receipt of the report.

4. The Committee should also be advised of any subsequent action taken.

5. Where there is any possibility of action/claim against the Society, then our Insurers should also be advised.