

Lichfield u3a Incident Report form

Complete, then send to Chair of the Committee

This form should be used to describe any incident which takes place, which **DOES NOT** result in injury or damage to property or a potential legal claim, BUT is something the Committee needs to be aware of, so that practices can be reviewed if required i.e. we can learn from the incident and try to ensure it doesn't happen again. It is not designed to apportion blame, rather to learn from, in order to support others.

For accident/injury/damage, please use the Lichfield u3a Accident/Injury/Damage form.

Name of Person Completing the Incident Report

(usually this will be the Group Leader)

Name	
Position	
Email	
Telephone	
Address (with Postcode)	

Description of what happened

Date of incident (yyyy/mm/dd):
Time of incident (hh:mm):
Where did the incident occur?
Describe the circumstances of the incident (<i>attach a sketch, and/or photograph(s), if helpful</i>)

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How was the matter resolved? (if it was resolved)

Resolution:

Declaration

I/We declare that to the best of my/our knowledge and belief all the foregoing particulars are true and correct in all respects.

Signed:

Dated:

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Version	Description of changes	Date
1.0	Initial creation	2026/09/02