

POYNTON RAMBLING CLUB

INCIDENT REPORT FORM (3 Pages)

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

Sections 1, 2 & 3 of this form must be completed for all incidents wherever possible by the person responsible for the activity.

If the incident is of a serious nature (i.e. required mobilization of any Emergency Services), please provide as much information as possible.

In all cases the completed form should be emailed to: enquires@poyntonramblingclub.co.uk

1. Person responsible for activity (usually the walk leader) details

Forename	
Surname	
Mobile	
Email address	

2. Details of affected person

Forename	
Surname	
Date of birth/Age	
Mobile	
Email address	

Was medical attention or hospitalization required? If yes, what treatment was received, for how long and who by? e.g. First aid from fellow walkers, paramedic, doctor:

3. Brief Details of incident

Were emergency services called?	
Location and time of incident	
Grid reference, W3W (if appropriate)	
What happened and actions taken:	

4. Witness details (may be required for Insurance or further investigations)

If more than one please list on a continuation sheet

Forename	
Surname	
Mobile	
Email address	

