Southwell u3a Incident Reporting Policy

1. Summary

In the event of any incident or accident during a u3a activity in which a u3a member has been injured or any property damaged, an incident form must be completed. These should be returned to the Southwell u3a Secretary and an Incident Review Group convened to decide if any further follow-up may be necessary.

2. Procedure

Whilst taking part in a u3a activity, in the event of an incident or accident involving a member, or if there is damage to property, the group leader, deputy group leader or event leader (plus those who were involved and anybody who witnessed the event) must complete an incident report form. Blank copies of this are available on the website Incident Report Form - Southwell u3a. Note that if more than one person is injured a separate form must be completed for each person.

The form must be completed and shared with those who need to have access to it. A completed copy must be returned to the Secretary, Southwell u3a, within a maximum of five days from the incident happening.

On receipt of the completed form, the Secretary will initiate the following:

- Send a copy to the Incident Review Group (Chair; Vice-Chair; Secretary; Groups co-ordinator), who will convene and decide if any further follow-up is necessary
- Scan a copy for filing and archiving. Copies will be kept for a minimum of three years
- Send a copy to the Southwell u3a committee for information and inclusion on the next monthly agenda

The Incident Review Group will review and consider whether any of the following actions are appropriate:

- In collaboration with the Group Leader, review the incident and consider whether any changes are needed to group procedures or risk assessments to minimise the chances of such incidents in future. This may include notifying groups other than the one involved in the incident.

- Consider whether the incident is such that a copy needs to be shared with the Third Age Trust.

The considerations of the Incident Review Group and any recommended actions or follow up will be recorded on the Incident Review Follow-up form (see appendix 1) and filed and archived alongside the original Incident Report

3. Welfare

In collaboration with the Welfare Secretary, it may be appropriate to consider whether any follow-up to the injured person is required. A member of the Incident Review Group will contact the Welfare Secretary if deemed necessary.

In most cases, the incident report form will be sufficient to detail how the injured person was after the event. However, there may be incidents where the full-extent of any injury was unknown or the member was going for further medical care. In such circumstances, from a welfare and caring point of view it would be considerate to follow-up and see how the member is after any such event. Such follow-up would need to respect the privacy and wishes of the member concerned but may be made by the group leader, welfare secretary or other committee members (as appropriate).

Appendix 1

Incident Review Follow-up

1. **Details of original incident:**

Date of Incident:	
Time of Incident:	
Short Summary:	

2. **Incident Review Summary:**

Review Conducted by:	
Follow up required:	**Y / N**
Summary of recommended actions:	
Signed and date:	