



Incident Reporting Process

1. Introduction

This form describes the process for reporting incidents occurred during the meetings, events and outings organised by Redditch u3a.

This process is to be read in conjunction with the Incident Reporting Form which can be found on the website.

2. When does an incident need to be recorded?

The severity and potential implications of incidents will vary but please follow these guidelines. Complete the incident reporting form when*:

- It has been necessary to call 999, ambulance or the casualty taken to A&E
- There has been significant damage to property and/or equipment
- There may be potential insurance claims

3. Who should complete the Incident Reporting Form?

Incidents can potentially occur at any Redditch u3a meeting or event and can therefore be at a number of different venues or locations. In the first instance, the responsibility to complete the reporting form should be as follows:

- First Tuesday and Main Meetings : A Committee member present at the meeting
- Interest Group Meetings : The Interest Group Leader (or Deputy)
- Events and Outings : The Event Coordinator or a Committee member present

These individuals will be subsequently referred to as the “Reporting Person”.

In cases where any of the above individuals are not present or not available, then the reporting form can be completed by any u3a member following the procedure below.

4. Who retains the completed Incident Reporting Forms?

A nominated committee member will be responsible for overseeing the action following the reported incident (see the procedure below). This person will be subsequently referred to as the “Incident Reporting Officer”.

A copy of the completed Incident Reporting Form needs to be retained on file in case of a claim and for a period of three years even if a claim appears unlikely.



5. Incident Reporting Procedure

- 5.1 Once the extent of the incident has been assessed and the appropriate action taken (e.g. call for ambulance on 999), contact the member’s “in case of emergency” named person. This call can be made by a person listed above or a person nominated by them.
- 5.2 At the time of the incident, or if not, as soon as possible following the incident, the Reporting Person must complete the Incident Reporting Form. If a copy of the Incident Reporting Form is not readily available, then best efforts must to made to record all relevant information including: details of incident, date, time, location and names of any witnesses.
- 5.3 The Reporting Person must advise the Chair (or in their absence, the Vice-Chair) as soon as possible following the incident.
- 5.4 Once completed, the Incident Reporting Form must be sent to the Incident Reporting Officer who will take subsequent action as required by the u3a insurance company.
- 5.5 Depending upon the incident (e.g. injury or property damage), the Incident Reporting Officer will follow up anyone who incurred personal injury or other issues as a result of the incident.
- 5.6 The circumstances of all reported incidents will be reviewed by the Committee who will agree and introduce any preventative measures as necessary.
- 5.7 Copies of Incident Reporting Forms will be maintained by the Incident Reporting Officer. The forms need to be retained on file in case of a claim and for a period of three years even if a claim appears unlikely.

This process was approved by Redditch u3a Committee for first release on 14/01/2025.

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Version	Description of changes	Date
1.0	Initial Release	14/01/2025