**Ilkley Harriers**

**Incident / Accident Report Form**

**This form can be used when an injury or an event has occurred you feel is or may be dangerous or inappropriate where rectifying actions can be considered.**

Name of person affected:

Nature of incident/accident:

Name of Session Leader in charge of activity when incident occurred:

Names of any other members present or involved with the incident:

Give more details of the incident, its potential extent or the consequences. If relevant give details of how and where the incident took place, including date and time, weather conditions, terrain and describe the activity taking place:

What happened to the affected person after the initial incident:

Give full details of action taken and/or, it is felt, needs to be taken:

Were any of the following contacted; emergency services, family, carer etc:-

Signed: Date:

Please check with all concerned that details above are correct and give to the Leader in charge of the session or send directly to welfare@ilkleyharriers.org.uk