

Upper Blue Mountains Bushwalking Club

Incident Report Form

When to complete this form?

- An incident occurred on a UBMBC event that resulted in injury, or
- no injury occurred, but there was a near miss and reviewing it may help reduce the risk of such potential incidents happening in the future.

The incident should be reported by the leader or if they are unable to, by a designated member of the party, such as the co-leader as soon after the incident as possible and within 24 hours.

- Fill in the incident report below, and
- Submit the form to the Club Secretary: secretary@ubmbc.org.au

Privacy Note

The inclusion of the names of individuals involved and their contact details is necessary in this form, therefore it is essential that it is treated securely and should not be shared with others and should ONLY be sent to the Club Secretary.

Report Prepared By:	Date Prepared:
Contact Details:	Club: Upper Blue Mountains Bushwalking Club
Date of incident:	Time of Incident:
Type of Event: <i>Day walk, abseiling canyon trip, bike ride</i>	Number of participants:
Location:	

Type of Incident: *Injury, missing person, damage to property, theft, fire, etc.*

Name of injured person:

Incident Details:

Action Taken:

External Involvement: *Were authorities or other agencies notified at the time? If so who, by whom, and how? Did they then take a role in managing the incident? If appropriate have the Insurers been notified?*

Final Outcome: *What was the final outcome of the incident? When was it resolved?*

Suggestions for Future Prevention: *Can this incident be prevented at future Club activities? If so, how?*

Supplementary Information: *This section can include a list of attachments, such as a map, witness statements etc.*

Club Secretary acknowledgement

Follow up review required?