

WALKABOUT WREXHAM & DISTRICT

Incident Report Form

Please complete this form for all minor and serious incidents, whether or not outside assistance was required.

The form should be completed by the person responsible for the activity (usually the walk leader). It should then be passed on to the Chair of Walkabout Wrexham within **48 hours** of the incident.

Please fill in the form either electronically or use a blue or black pen and write clearly.

Walk and Group details

Date of Incident		Time		Number in Group	
Location of Walk					
Location of Incident (include Grid Ref)					
Details of weather and terrain					

Person responsible for Activity/ Walk Leader

Forename		Surname	
Contact no		Email Address	

Details of affected/injured person

Forename		Surname	
Contact no		Email Address	

Witness(es)

Forename		Surname	
Contact no		Email Address	

Forename		Surname	
Contact no		Email Address	

Forename		Surname	
Phone no		Email Address	

Details of incident

What happened? Please give as much information as possible and describe what action was taken. Include details of any injury, the treatment received and current condition (if known).

Use a continuation sheet if necessary.

Were emergency services called? Yes / No	If so, which?
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Person making the report (if different from Person Responsible for Activity/Walk Leader)

Forename		Surname	
Contact no		Email Address	

Extra information from person making report

Is there anything else you would like to add?

Signature		Date	
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