Incident Report Form

Please complete this form for all incidents, whether deemed minor, serious, a near miss, or if outside assistance was or was not required. The information supplied here is confidential and will assist the Ramblers to develop an overview of incidents and help us provide relevant guidance and training.

This form should be completed by the person responsible for the activity. It should then be given to the Area or Group Secretary to sign and a copy kept by the Area or Group. A signed copy should be sent to Ramblers central office by the Secretary. Please aim to return it within 10 days of the incident occurring. See accompanying notes for further information on how to fill in this form. Please fill in the form in electronically or use black ink and write clearly.

If the incident is of a serious nature (see below) please report it at the earliest opportunity on 020 7339 8519

1/ Area and Group details

Name of Group	Area
Activity or event (e.g. walk, path clearance, campaign event, AGM)	
No of participants at activity	Date of activity

2/ Person responsible for activity

Forename	Surname
Position/role	
Address	
Phone no	Mobile no
Email address	Membership no (if applicable)

3/ Details of affected person

Forename	Surname
Gender	Date of birth or approx. age
Address	
Phone no	Mobile no
Email address	
Ramblers member? Yes/No	Membership no (if applicable)
Was medical attention sought? If yes, what treatment was received & for how long?	

If injuries were sustained is a full recovery expected?

4/ Details of incident

Were emergency services called? Yes/No	Grid Reference (if appropriate)
Location & time of incident	
What happened? Please give as much information as possible and use continuation sheet if necessary.	

5/ Witness *(if more than one please list others in section 9)*

Forename	Surname
Gender	Date of birth
Address	
Phone no	Mobile no
Email address	
Ramblers member? Yes/No	Membership no (if applicable)

6a/ Details of person making report ***(if same as person named in section 2 go to 6b)***

Forename	Surname
Position/role	
Address	
Phone no	Mobile no
Email address	
Membership no (if applicable)	

6b/ Extra information from person making report

In your opinion is a claim likely to be made?	
Is there anything else you would like to add?	
Signature	Date

7/ The following must be completed by Area or <u>Group Secretary</u>

Name	Email address
Address	
Phone no	Mobile no
Signature	Date

Please email the completed form to insurance@ramblers.org.uk or post to The Ramblers, Led Walks Team, 2nd Floor, Camelford House, 87-90 Albert Embankment, London, SE1 7TW

DATA PROTECTION ACT:
All information you provide on this form is treated by us as confidential and except to the extent required by law, we shall only use such information for the purposes of processing your claim. Information you provide may be forwarded to your Insurer for these purposes.

The Ramblers' Association is a company limited by guarantee, registered in England and Wales. Company registration number: 4458492, registered charity in England & Wales, no: 1093577, registered charity in Scotland no. SC039799

Continuation Sheet (if required)

8/ Please clearly list the question number you are continuing

9/ Witness continued:

Forename	Surname
Gender	Date of birth
Address	
Phone no	Mobile no
Email address	
Ramblers member? Yes/No	Membership no (if applicable)

Forename	Surname
Gender	Date of birth
Address	
Phone no	Mobile no

Email address	
Ramblers member? Yes/No	Membership no (if applicable)

Continue on blank sheets as required

Accompanying Notes – How to complete the Incident Report Form

When to fill in the form

This is a generic incident report form for all Ramblers activities but is designed primarily for Areas and Groups. Some specific projects such as Get Walking Keep Walking will not have a Secretary; in which case the member of staff, activity worker, or project coordinator should sign the form. Please ensure the form is returned to the Led Walks Team.

The Ramblers requires the reporting of all incidents, whether deemed minor or serious, no matter what the envisaged severity is or if emergency services were or were not required. This includes near misses - an incident may not necessarily involve personal harm or injury. Examples of incidents include a walk where someone has been injured falling off a stile, or tripped on a pavement, damage to property following a gate being left open or someone dropping a large stone on their foot whilst undertaking practical work. You should also report any referrals or other incidents in connection with our guidelines on safeguarding children or vulnerable adults. This form will enable the Ramblers to gain a better understanding of incidents, monitor trends and provide appropriate guidance and training. It is important that all incidents are recorded and we encourage an open culture of reporting, learning and continual improvement.

Please fill in the form as quickly as possible after the incident and return it as soon as possible, and within 10 days maximum. Your Area or Group should keep a copy too. You may choose to fill the form in electronically and email it to insurance@ramblers.org.uk. If you return it electronically there is no need to send a hard copy in the post. The form is available on the website at www.ramblers.org.uk/volunteer/insurance

How to fill in the form

Please provide as much information as possible and use the continuation sheet if necessary. If you needed to contact any external agency other than the emergency services (for example the local authority child and family services) please give details under 'What happened'? We request that contact details of at least one key witness are provided in case further investigation should be required. You may decide that due to the nature of the incident it is best to provide the details of a number of witnesses. If you are using the form to report a referral under the safeguarding guidelines for children of vulnerable adults, please do not record personal details of third parties on the form

Serious incidents:

If an incident of a serious nature has taken place please report it to the Led Walks Team at the earliest opportunity on 020 7339 8519. A serious incident is defined as posing 'immediate danger to life where outside help is required to resolve the incident'. This includes: incidents where 999 has been called, urgent medical help is required, urgent help is required to get the party/member to safety, evacuation of party/member by emergency services or death of a participant..

What happens next?

Once your form is received at central office it will be reviewed immediately. An acknowledgement will be sent and appropriate support made available. Copies of the form will be sent to our insurance brokers (Perkins Slade) and occasionally further investigation may follow, in which case a member of staff will be in touch.