

Regents Canoe Club

Incident Report Form

Please save to your computer, fill in the details and send as an attachment to safety@regentscanoeclub.co.uk or print and post to:
 Safety Officer, Regents Canoe Club, 16-34 Graham Street, London N1 8JX



Item	Details
Date & time of incident	
Location of incident:	
Name of person(s) involved in incident:	
Contact details of person(s) involved in incident:	
Description of incident:	
Details of any injuries and person(s) injured:	
Actions taken at time of incident:	
Follow up actions taken/planned:	
Additional information, including any recommendations as a result of the incident:	
Details of any witnesses:	
Person completing form and contact details (if different from above):	
Date form completed:	

Guidance on completing this form:

Please complete this form in respect of any incident during club activities leading to injury of a club member / club activity participant, or a near miss. Please restrict the details to the provision of factual information and try to refrain from offering opinions or judgements. Completed forms should be emailed to safety@regentscanoeclub.co.uk. The committee will review the contents, and any agreed recommendations or further actions implemented. The form will be retained for reference.