



Incident report form for property damage

This form should be completed by a member of the committee or by a group leader.

The completed incident form must be sent to the Wilmslow u3a Business Secretary.

It will be shared with the u3a committee and retained on file by for a minimum of three years, regardless of whether a claim appears likely.

Any incident in which property has been damaged will be reported to the Third Age Trust via email to info@u3a.org.uk by the Wilmslow u3a Business Secretary. All such incidents are reported to the insurers, regardless of whether there is a claim or not.

Guidelines for use

When deciding whether or not to complete this form use common sense.

There is no need to report incidents of a trivial nature such as very minor damage to property.

However, if damage to property, particularly third-party property, is significant and could result in a claim against Wilmslow u3a then the incident must be reported.

For injuries use the incident report form for injuries.

1. Your details (person reporting incident and completing this form)

u3a	Wilmslow
Name	
Position in u3a	
Email	
Telephone	
Address	
Postcode	

2. Incident details

Date of incident	
Time of incident	
Where did the incident occur?	
Is there any CCTV footage of the incident?	
Please state the reason for the damaged property being there	

Please describe the circumstances of the incident

Attach a sketch or photograph(s) if possible

3. Particulars of person involved in the incident

(If more than one person is involved complete this section for each person.)

Name		
Email		
Telephone		
Address		
Postcode		
Were they a member of Wilmslow u3a on the date of the incident?		
What is their involvement in the incident? Eg Person causing damage, Owner of damaged property, Witness		

4. Details of damaged property

Please describe the damage caused

Attach a sketch or photograph(s) if possible

Estimated cost of repair or replacement

Name of owner of damaged property

Address

Postcode

Email

Telephone

5. Name and comments of witnesses to the incident

(If more than one witness complete this section for each person.)

Name	
Comments made	

6. Any other relevant comments such as environmental conditions

(weather, dry, rain etc or flooring, liquid present, cleaned away)

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7. Declaration

Your name	
I declare that, to the best of my knowledge and belief, all of the details provided are true and correct in all respects.	
Date	
Signed	