



INCIDENT REPORT FORM

Club: Event/Activity:

Location: ER No.:

Date: Approx. Time of Incident:

PERSONAL INJURY

Nature of Injury:

Treatment Given:

Name of Injured Person(s):

Membership No: Age Class:

Address:

.....

Tel No: Occupation:

Circumstances / Further Information:

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.....

PROPERTY DAMAGE

Details of Damage:

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Name of Owner (if known):

Address:

.....

Tel No: Membership No.:

Circumstances / Further Information:

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WITNESSES or PEOPLE REPORTING INJURY or DAMAGE

Name:

Address:

..... Tel. No:

Name:

Address:

..... Tel. No:

continued over:

Has the incident been reported to the police?.....

Details of Officer/Station:

Was the injured person taken to hospital?

Hospital Name and Location:

Please outline any implied or actual threat of legal action:

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Who in your view is responsible for the incident?

Any Additional Information/Comment/Opinion (in confidence)

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To be completed by a British Orienteering member:

The above information is correct and complete, to the best of my knowledge.

Name:

Address:

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Phone: e-mail:

Club: Membership No.:

Signed: Date:

Please note:

The British Orienteering insurance policy provides public liability cover. It protects all British Orienteering members, individuals and clubs, in the event of a claim arising in connection with any British Orienteering-registered event or other British Orienteering recognised activity. It does not provide accident, medical or property insurance (storm damage, fire, theft, loss, etc.), except in circumstances where these give rise to a claim for negligence or other liability.

However recent legal requirements mean that:

- 1) All injuries, accidents or incidents which could give rise to a claim must be reported to the British Orienteering office **within one week**. Any injury which, in a place of employment, would be recorded in an Accident Book, should be reported to British Orienteering using this form or in some other written form.
- 2) Any British Orienteering member or club who receives notice of a claim **must forward it to British Orienteering office within one week of receipt**.

Failure to observe these requirements could invalidate the cover.