



## Activity Incident Report Form

**PURPOSE:** This form is intended to be used to report and record incidents that occur on Club activities. This includes incidents that cause (or have the potential to cause) injury, or incidents that cause serious offence – such as assault (physical or verbal), sexual harassment or antisocial behaviour.

**PROCESS:** The form should be initiated by those who were present at the incident, and forwarded to the Committee. The Committee will determine any action(s) required after appropriate consultation and consideration of the prevailing circumstances, and maintain records of reported incidents for reference.

**Incident Event on \_\_\_\_\_ (date) at \_\_\_\_\_ (approx time)**

- Please describe the event, including the circumstances leading up to the occurrence. Specifically, where relevant, include the following:
- Nature of the event (eg. incident, near miss, assault, harassment, antisocial behaviour etc)
  - Names of those involved (including activity leader)
  - What precipitated the event
  - Any injuries sustained
  - Actions taken, and by whom
  - Ongoing effects

### Suggested Response

- Use this area to record your suggested response to this incident. Please note that actual response will be determined by the Committee after consultation and consideration.

Submitted by \_\_\_\_\_ Membership # \_\_\_\_\_ Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Review** This area is for **Committee use** in progressing the investigation.

- Include here names of those nominated by the Committee to review this incident, and pertinent comments or focus:

**Additional Factors** This area is for **Committee use** in progressing the investigation.

- Include here information on the following:
  - Incident substantiated by
  - Further information or associated circumstances
  - Other considerations

**Outcomes and Actions** This area is for **Committee use** in reporting outcomes and actions taken.

- List outcomes determined from this incident, and any actions taken in response to the incident.
- Also, record what is being done to prevent this type of incident from recurring.