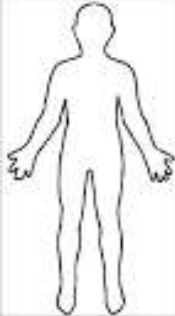
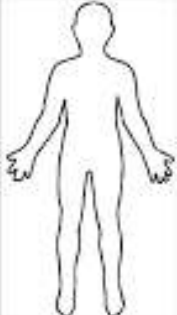


Coffs Harbour U3A Incident Report Form

Name and Role of Person Completing this Form	Date
Location, Date and Time of the Incident	
Name of the Person/s involved in the Incident	
Description of the Incident (including names of witnesses)	Part of the body affected Front  Back 
Action Taken at the Time Ambulance called (000)..... First Aid Given Incident Reported to Venue contact Course Coordinator..... Course Participant Emergency Contact	
Management Committee Does this incident require a revised procedure? If Yes, action taken and implemented.....	

Incident Response and Management Procedure

1. Ensure environment is safe for any and all participants. Remove participants from a situation which may cause distress or harm.
2. If the incident has caused physical hurt or injury, if possible calm, reassure and stabilise the hurt or injured person and call the Ambulance service on 000.
3. Implement any advice received from the 000 operator as a result of the call.
4. Implement any request or advice from the Emergency Response personnel as and if/when they respond to the call.
5. If the incident has not caused physical harm, ensure that the environment returns to normal as soon as possible.
6. Notify the Venue Contact person of the incident if it involves the venue facility in any way.
7. Notify the Course Coordinator of the incident as soon as is practicable, but before leaving the venue premises. If the Course Coordinator is not available notify the President.
8. Investigate the incident, collect information and complete the Incident Report Form and forward to Course Coordinator.
9. If any remedial action is determined by the Venue or the Management Committee implement these actions.