

# ***INCIDENT REPORT FORM***

THIS FORM IS TO BE COMPLETED IN THE EVENT OF SOME INCIDENT OCCURRING WHICH MAY GIVE RISE TO A CLAIM SUCH AS INJURY, DAMAGE OR LOSS.

Name of injured person, or person suffering damage or loss:

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Address of injured person, or person suffering damage or loss:

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Nature of Incident:

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Details of the Incident and Action Taken:

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Location:

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Activity:

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Leader:

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Date:

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Details of Witnesses including names and addresses:

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Signature of Leader:

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Date:

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