

### **Devon and Cornwall Centre Incident Form**

It is important that in all accidents and incidents a brief account of the facts is captured at the time. This is useful for a number of reasons, including:

- Where and why risks arise and if they need to be investigated or changes made
- A means to reduce risk to our members
- If there be any insurance claim or investigation, the facts were recorded while still fresh in people's minds
- Repeated incidents of a similar nature can be noticed and if appropriate action can be taken by the committee or site owner to reduce further risk

#### **Instructions:**

**Please can Flag Officers and Committee members ensure they have a useable copy of this form with them when attending events/rallies.**

This form should be completed as soon as possible by the Flag Officer or a Committee member if present. Part 1 of the form should be completed in full. Part 2 should be completed as far as is possible. The completed form should then be sent to the Secretary no later than 48 hours after the Rally has finished. If you think the incident is serious the Chairman should be notified as a matter of urgency.

#### **Part 1**

|   |   |
|---|---|
| Name of Rally   |   |
| Rally number  |   |
| Venue/Site  |   |
| Stewards/Organiser  |   |
| Flag Officer  |   |
| Date of incident  |   |
| Time of incident  |   |
| Did the incident involve person/s?                                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| How many people?  |   |
| Where any persons under 18 involved?                                    |   |
| Was anyone injured?<br>If yes please provide details here.              |   |
| Were emergency services called?<br>If yes please provide details here.  |   |
| Were the venue/site managers involved?<br>If yes please provide details |   |

|   |                               |
|---|-------------------------------|
| Was the Person taken to A&E Hospital  |                               |
| Was the person on the Rally   |                               |
| Was the person a visitor to a named member on the rally.  | <b><u>Name of member:</u></b> |
| Was any property involved?<br>If yes please provide details here.   |                               |
| Was property damaged?<br>If yes please provide details here.  |                               |
| If vehicles involved please record registration numbers here  |                               |
| Did you witness the incident?   |                               |
| Your name and role on the Rally/Venue   |                               |
| Your contact details  |                               |
| In your own words describe what happened.<br>Please do not use people's names in this section.<br>Try to include as much detail as possible.<br>Stick to the facts. |                               |

|  |  |
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|  |  |
|--|--|

**Part 2**

Are the people involved happy to provide their details?

Yes

No

|  |                     |
|--|---------------------|
| <b>IF YES ABOVE</b><br>Name and Address of person/s involved | No details provided |
| Are they a caravan club member?<br>Membership No.            |                     |
| Were they attending the<br>Rally/event?                      |                     |
| Any other comments you have                                  |                     |

DS incident report v1  
Written September 2015

|                                    |  |
|------------------------------------|--|
| These are the facts as I know them |  |
| Person Filling Form- Name:         |  |
| Date                               |  |
| Signature                          |  |