This form is to be completed by all Societies or Clubs for ANY incident within 24 hours (or immediately on return from a trip)

***An ACCIDENT is anything that requires medical treatment. A NEAR MISS is any unplanned event that could have caused physical injury but didn’t.***

**IT IS THE CLUB/SOCIETIES RESPOSIBILITY TO REPORT ANY ACCIDENT/NEAR MISS. IF NO FORM IS SUBMITTED, IT WILL BE TAKEN THAT NO ACCIDENT HAS OCCURRED.**

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| --- | --- |
| **Society/Club Name** |  |
| **Society/Club Member Completing this form** |  |
| **Position in Society/Club** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Accident/Near Miss/No Incident** | |  | |
| **Date of Incident** |  | **Approx Time of Incident** |  |

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| --- |
| **Name/s of Individuals Concerned and Warwick ID no. (Where appropriate)** |
|  |
| **Nature of Incident and Extent of Injury (Please give as much detail as possible)** |
|  |
| **Action Taken** |
|  |
| **Outcome Information** |
|  |

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| --- | --- | --- |
| **Relevant Contacts** | | |
| **Name** | **Email Address** | **Telephone** |
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