



Incident report form

Please complete this form for all incidents, whether deemed minor, serious, a near miss, or if outside assistance was or was not required. The information supplied here is confidential and will assist Walking for Health to develop an overview of incidents and help us provide relevant guidance and training.

This form should be completed by the Walk leader or scheme coordinator whoever is most appropriate. Please aim to return it within **10 days** of the incident occurring.

If the incident is of a serious nature please call Claire McCullough/ 07826 516619 during office hours

Scheme Name
Walk details
Date of walk

2. Walk leader responsible for the walk

Forename	Surname
Address	
Phone no	Mobile no
Email address	

3. Details of affected person

Forename	Surname
Gender	Date of birth or approx. age
Address	
Phone no	Mobile no
Email address	
Were there any injuries? If yes, please state their nature.	



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Was medical attention sought? If yes, what treatment was received & for how long?

If injuries were sustained is a full recovery expected?

4. Details of incident

Were emergency services called? Yes/No

Location, date & time of incident

What happened? Please give as much information as possible and use continuation sheet if necessary.

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5. Witness (if more than one please list others in section 9)

Forename	Surname
Gender	Date of birth
Address	
Phone no	Mobile no
Email address	

6a. Details of person making report (if same as person named in section 2 go to 6b)

Forename	Surname
Position/role	
Address	
Phone no	Mobile no
Email address	

6b. Extra information from person making report

In your opinion is a claim likely to be made?	
Is there anything else you would like to add?	
Signature	Date

**Please email the completed form to: onelifesuffolk@nhs.net
or post to OneLife Suffolk, Inspire, Lindbergh Road, Ipswich IP3 9QX**

**A copy of this form will also be sent to Ramblers, Walking for Health team, 2nd Floor,
Camelford House, 87-90 Albert Embankment, London, SE1 7TW**

DATA PROTECTION ACT:

All information you provide on this form is treated by us as confidential and except to the extent required by law, we shall only use such information for the purposes of processing your claim. Information you provide may be forwarded to your Insurer for these purposes.

The Ramblers' Association is a company limited by guarantee, registered in England and Wales. Company registration number: 4458492, registered charity in England & Wales, no: 1093577, registered charity in Scotland no. SC039799

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Continuation Sheet (if required)

7. Please clearly list the question number you are continuing

8. Witness continued:

Forename	Surname
Gender	Date of birth
Address	
Phone no	Mobile no
Email address	

Forename	Surname
Gender	Date of birth
Address	
Phone no	Mobile no
Email address	

Continue on blank sheets as required

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Accompanying Notes – How to complete the Incident Report Form

When to fill in the form

Walking for Health requires the reporting of all incidents, whether deemed minor or serious, no matter what the envisaged severity is or if emergency services were or were not required.

This includes near misses - an incident may not necessarily involve personal harm or injury. Examples of incidents include a walk where someone has been injured tripping on a pavement or damage to property following a gate being left open.

You should also report any referrals or other incidents in connection with our guidelines on safeguarding children or vulnerable adults. This form will enable the Walking for Health to gain a better understanding of incidents, monitor trends and provide appropriate guidance and training. It is important that all incidents are recorded and we encourage an open culture of reporting, learning and continual improvement.

Please fill in the form as quickly as possible after the incident and return it as soon as possible, and within 10 days maximum. You may choose to fill the form in electronically and email it to walkingforhealth@ramblers.org.uk. If you return it electronically there is no need to send a hard copy in the post.

How to fill in the form

Please provide as much information as possible and use the continuation sheet if necessary. If you needed to contact any external agency other than the emergency services (for example the local authority child and family services) please give details under 'What happened'? We request that contact details of at least one key witness are provided in case further investigation should be required. You may decide that due to the nature of the incident it is best to provide the details of a number of witnesses. If you are using the form to report a referral under the safeguarding guidelines for children of vulnerable adults, please do not record personal details of third parties on the form

Serious incidents:

If the incident is of a serious nature please call 020 7339 8541 during office hours or 07584 848083 outside office hours. An incident of serious nature is defined as posing immediate danger to life where outside help is required, this includes:

- incidents where 999 has been called to deal with urgent medical help i.e. a heart attack, stroke or severe physical injury where the walker is unconscious
- evacuation of party/member by emergency services and urgent medical help is needed
- death of a participant
- any potential breach of the Safeguarding Children and Vulnerable Adults policy – this can be found by going to: www.walkingforhealth.org.uk/running-health-walks/coordinator-resources/safeguarding-policy

What happens next?

Once your form is received at central office it will be reviewed. An acknowledgement will be sent and appropriate support made available. Copies of the form will be sent to our insurance brokers (Perkins Slade) and occasionally further investigation may follow, in which case a member of staff will be in touch.