

## Incident Report Form

This form should be completed by a Ramblers member as soon as possible after an incident involving injury or property damage, or after a near miss. Please complete the whole of the form and attach any relevant supplementary information. This is not an insurance claim form; it is purely for notification. Receipt will be acknowledged and copied to your area or group secretary for their information.

**Please return the completed form to [incidents@ramblers.org.uk](mailto:incidents@ramblers.org.uk).** If you have any questions about this form, please call the Delivery Team on 020 3961 3180 or refer to the Insurance Guide within the Insurance Toolkit on the website.

**If the incident is serious, please call the Delivery Team on 020 3961 3180 during office hours or 07854 848083 outside office hours.**

### AREA & GROUP DETAILS

<b>Group name:</b>	<b>Area name:</b>
<b>Activity or event</b> (e.g group walk, path clearance activity, AGM):	
<b>Date of activity:</b>	<b>No. of participants:</b>

### PERSON LEADING THE ACTIVITY (e.g walk leader)

<b>Name:</b>	
<b>Role:</b>	<b>Membership no:</b>
<b>Email address:</b>	<b>Contact no:</b>

### INCIDENT (Please give as much detail as possible)

<b>Location, date and time:</b>
<b>What happened and what action was taken:</b>

**PERSON INJURED OR AFFECTED BY THE INCIDENT**

<b>Name:</b>	<b>Date of birth/approximate age:</b>
<b>Ramblers member (Y/N):</b>	<b>Membership no. (if applicable):</b>
<b>Email address:</b>	<b>Contact no:</b>
<b>(If applicable) Details of the injury, the treatment received and current condition (if known):</b>	
<b>(If applicable) Details of the damage to third party property:</b>	

**WITNESS** (If more than one, please list others in next section)

<b>Name:</b>	<b>Membership no:</b>
<b>Email address:</b>	<b>Contact no:</b>

**ANY ADDITIONAL INFORMATION OR COMMENTS:**

*(e.g more detail about the incident, details of extra witnesses, the likelihood of a claim)*

**YOUR DETAILS**

<b>Name:</b>	<b>Date:</b>
<b>Role:</b>	<b>Membership no:</b>

Please email the completed form to [incidents@ramblers.org.uk](mailto:incidents@ramblers.org.uk) or post to The Delivery Team, The Ramblers, 2nd Floor, Camelford House, 87-90 Albert Embankment, London, SE1 7TW

**PRIVACY POLICY**

*Sensitive personal data may be collected as part of any accident reporting on a group walk or other organised event. This information may be shared with our insurance company in line with our legal and insurance obligations. When sensitive personal information is collected, we will take extra care to ensure your privacy rights are protected. Our full Privacy Policy can be found on the Ramblers website.*

*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*