

## The Russell Society Incident Report Form

An incident involves accidental damage to: a person or persons; machinery or equipment; or to the reputation of the Society.

Whilst hoping that events are incident free, for the purposes of the Russell Society, all incidents which require the involvement of the field leader, a first aid provider, or plant/works personnel should be reported.

Date and Time	Activity Location	Field Leader
First Aid Provision	Total number of people at event	Field Helper(s)
Personal Protective Equipment	Person(s) Involved in Incident and Age	
Nature of Incident		
Details of Injury		
Action Taken on Site		
Follow-up recommended to injured person (further advice, hospitalisation)		
Other information (including what lead up to injury, part played by other people, any witnesses)		
Signed by Field Leader		Date
Signed by First Aid Provider (as applicable)		Date
Signed by Injured Person		Date

Many thanks for your co-operation,

*Christine Critchley*

Vice President of the Russell Society

To be posted to Vice President within one month of the event **together with** the Russell Society Risk Assessment and the Russell Society Field Leaders Indemnity forms for the event.

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To be completed by the Vice-President on receipt.

Date received ..... Initials .....