

THE RUSSELL SOCIETY INCIDENT REPORT FORM (2024)

An incident involves accidental damage to a person or person, machinery or equipment, or to the reputation of the Society. In addition any concern that could result in the above should also be reported.

Whilst aiming for events to be incident free, for the purposes of the Russell Society, **all incidents which require the involvement of the Field Trip Coordinator (FTC), a first aid provider, or plant/works personnel should be reported.**

Date and Time	Activity Location	FTC
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 or Concern		
Details of Injury or Concern		
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 FTC		Date
Signed by First Aid Provider (as applicable)		Date
Signed by Injured Person		Date

Many thanks for your co-operation, *Ian Dossett* Vice President of the Russell Society

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

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To be completed by the Vice-President on receipt.

Date received Initials