

# THE RUSSELL SOCIETY INCIDENT REPORT FORM 2026

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 (what is available first hand e.g. first aider in group or at quarry office etc)	Total number of people at event	FTC Helper(s)
Person(s) Involved in Incident		
Nature of Incident or Concern, including PPE worn.		
Details of Injury or Concern, including first aid provision.		
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 (if possible)		Date

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

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To be completed by the Vice-President on receipt, acknowledgement provided to FTC and retained for 3 years.

Date received ..... Signature .....