# Happy Trekkers Hiking Club

**INCIDENT REPORT FORM**

To be completed by activity organizers/walk leaders as soon as practical after the incident. This report should be kept by the club secretary as a formal club record. In the event of any serious injury (an injury requiring medical treatment) a Personal Injury Claim Form must be completed and submitted to the insurer (see Bushwalking Australia website for Claim Form and details) and cc to Bushwalking WA.

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| **Report prepared by:**  **Contact details:** | **Date prepared:**  **Club name and address:** |
| **Date of Incident:** | **Time of Incident:** |
| **Type of Event:**  Day walk, canoe trip, bike ride etc | |
| **Location:** | |
| **Type of Incident:** Injury, missing person, damage to property, theft, fire, etc. | |
| **Incident Details:** | |
| **Actions Taken:** | |
| **External Involvement:** Were authorities or other agencies notified at the time? If so who, by whom, and how? Did they then take a role in managing the incident? If appropriate have the Insurers been notified? | |
| **Final Outcome:** What was the final outcome of the incident? When was it resolved? | |
| **Future Prevention:** Can this incident be prevented at future Club activities? If so, how? | |
| **Supplementary Information:** This section can include a list of attachments, such as a map, witness statements etc. | |

#### Privacy Note: The inclusion of the names of individuals and their contact details in this report must be done in accordance with relevant privacy laws.