



Gargunnoch Community Trust Ltd.

A registered company in Scotland (SC285574)
www.gargunnoch.org



Accident or Incident Notification

This form should be completed by the Event Organiser as soon as possible after the accident or incident. We collect personal data to provide incident related support, and to help investigate the cause of the incident. Your data may be shared with relevant organisations in support of this purpose. For further information on how we use personal data, please read our Privacy & Data Protection Policy.

Type of Incident: Accident/Injury Fire Other (_____)

About the Person who was Injured	Name of Injured Person:	
	Address:	
	Telephone:	Email:
	Name of Next of Kin (if injured person is under 18):	
Relationship to the Injured Person:		
Address:		
Telephone:	Email:	

About the Person Reporting the Incident	Name:
	Address:
	Telephone:

Record details of the incident on page 2

Details of the Incident	Date and Time of Accident/Incident:
	Details of Event or Activity Taking Place:
	Group or Organisation Holding the Event:
	Location of Incident (Building, Room, etc):
	Description of Incident (Give full description of how the incident happened, including sketches, cause of incident, etc.):
	Type of Injury (If any):
	Treatment Given (If any):
Were Emergency Services Called? What Action did they Take?:	

Signature of Person Reporting the Incident: _____ Date: _____

Submit the completed form to the Community Centre Administrator as soon as possible after the incident