

# How to complete the Bu3a Incident/Accident/Near Miss Report Form

## Barnsley & District u3a

To report an incident, accident or near miss event occurring during a Bu3a event.

Step 1. Go to the Bu3a website: [Bu3a.org.uk/Incident Report Form](http://Bu3a.org.uk/Incident%20Report%20Form).

Step 2. Download the form to open it on your device.

Step 3. Use your keyboard to fill-in the details of the event.

Step 4. Save the completed form to your device as a pdf.


Step 5. Email the form to the Bu3a Chair or Vice Chair.

Notes:

The form can also be printed off and completed manually.

The form should be made available to the Chair or Vice Chair within 48 hours of the event.

Keep the personal details of the incident confidential.

	<b>How to use the Bu3a Accident/Incident/Near Miss Form. For Members Only.</b>	<b>Barnsley u3a</b>
<b>Version</b>	<b>Description of changes</b>	<b>Date</b>
1.0	New procedure.	May 2024