

Incident Report Form

This form should be completed & returned as soon as possible (within 10 days) after an incident involving injury, property damage, or after a near miss. If there is a **serious incident**, this form should be completed & emailed to us **on the same day** the incident took place.

Return the completed form to: incidents@ramblers.org.uk, attaching any relevant supplementary information. We'll reply to confirm receipt and to let you know the incident has been logged during our working week, Monday - Friday. The incidents mailbox is checked once daily over weekends to monitor for serious incidents.



In case of emergency, please dial 999

If you have any questions, please email: incidents@ramblers.org.uk

Area, Group or Partner Details

Name of Group, Team or Wellbeing Walks Partner

Name of Area

Activity or event (for example group walk, path clearance activity, AGM)

Date of activity

Number of participants

Person leading the activity

(For example, the Walk Leader)

Name

Role

Membership number (if applicable)

Email address

Contact phone number

Incident

Location, date and time

What happened and what action was taken?

Contact phone number

Details of the injury, the treatment and the current condition (if applicable).

Details of damage to third party property (if applicable).

Person injured or affected by the incident

Name

Date of birth (or approximate age)

Are they a Ramblers member (Yes/No)

Membership number (if applicable)

Email address

Witness

If there is more than one witness, please list the others in the next section.

Name

Membership number (if applicable)

Email address

Contact phone number

Additional information

For example, more details about the incident, extra witnesses, how likely a claim is.

Your details

Name

Date

Role

Membership number (if applicable)

Please email completed forms to: incidents@ramblers.org.uk

Privacy Policy:

Sensitive category data may be collected as part of any accident reporting on a group walk or other organised event. This information may be shared with our insurance company in line with our legal and insurance obligations. When sensitive category data is collected, we will take extra care to ensure your privacy rights are protected. Our full Privacy Policy can be found on the Ramblers website.