



INCIDENT REPORTING

When any incident occurs that involves personal injury or property damage, the co-ordinator of the group in which it occurred or other responsible party should contact the secretary of the Shoreham & Southwick u3a. The secretary will send them the Third Age Trust template incident form to be completed by the co-ordinator or other responsible party and the member who sustained the injury or owner of the property. Both parties should sign the form and return it to the secretary who will retain it on file and report it to the Committee. The secretary must then report the incident to the Third Age Trust via email to info@u3a.org.uk. All incidents are reported to the insurers, regardless of whether there is a claim or not.

When any other incident occurs, the Third Age Trust template incident form is to be completed by a member of the committee, a group coordinator, or the property owner and should be retained on file by the secretary and reported to the Committee.

The form can be found on the Shoreham and Southwick u3a website.

The forms are to be retained in case of a claim and for a period of three years even if a claim appears unlikely.

The committee will consider, minute and implement any follow up actions, including reporting serious incidents to the Charity Commission.

Version	Description of changes	Date
1.0	Original document	9 January 2024
2	Reviewed – no change	9 September 2025
3	Review – result of change in u3a policy. Copy of incident form now has to be sent to TAT	9 June 2026