

**TO BE COMPLETED BY THE RALLY/EVENT ORGANISER FOR ALL INCIDENTS CONCERNING INJURY TO PERSONS OR DAMAGE TO PROPERTY OCCURRING AT RALLY/EVENT AND FORWARDED IMMEDIATELY TO LESLEY COELL - INSURANCE SERVICES**

**INCIDENT REPORT FORM**

Please complete this form to the best of your ability providing as much information as possible. Use an extra sheet if necessary and use sketches where appropriate.

**Centre Name:** .....

**Organiser's Name & Address:** .....

.....

**Telephone No:** **Day** .....

**Evening** .....

**DETAILS OF INJURED PARTY/PARTY SUFFERING LOSS**

**Member/Non Member Name:** .....

**Address:** .....

**Membership No: (if applicable)** .....

**Witness Name:** .....

**Address:** .....

**Membership No: (if applicable)** .....

**Date of Incident:** ..... **Time** .....

**INJURY TO PERSONS**

**IT IS EXTREMELY IMPORTANT THAT WHERE PERSONAL INJURY IS CONCERNED YOU PROVIDE AS MUCH INFORMATION AS POSSIBLE. PLEASE INCLUDE PHOTOGRAPHS OF THE LOCATION WHERE THE EVENT CAUSING INJURY OCCURRED (IF APPROPRIATE) TOGETHER WITH NAMES AND ADDRESSES OF ANY WITNESSES**

**Was the injured person taken to hospital?** **YES/NO**

**What injuries were apparent?** .....

.....

**What other injuries did the person complain of? .....**

.....

**How did the injured person describe the accident? .....**

.....

**Who, if anyone, did the injured person blame? .....**

.....

**DAMAGE TO PROPERTY**

**Description of Property .....**

.....

**Nature of Damage .....**

.....

**Did you inspect the damage at the time of the incident? .....**

**PLEASE GIVE FULL PARTICULARS OF THE INCIDENT WHETHER  
INJURY TO PERSONS, LOSS OR DAMAGE TO PROPERTY**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**Date of completion: ..... Signature: .....**