

# Incident Report Form – Damage to Property or Environment

## Incident Summary:

Date of Incident:	Time of Incident:
Exact location of incident:	

## Damage to Property or Environment

Details of Damage:	
Description of Incident:	
Name of Witnesses: 1. 2. 3.	Contact Number (Mobile) 1. 2. 3.

## Associated Hazards and Immediate Actions:

Immediate response actions (eg barricades, isolation of power / equipment):
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## Form Completed By:

Name:	<input type="checkbox"/> GC Member / Storage Officer <input type="checkbox"/> Club Manager <input type="checkbox"/> Race Officer <input type="checkbox"/> Head Instructor <input type="checkbox"/> Other .....contact number (mobile):
Signature:	
Date:	
Submit form to Club Manager, or to a General Committee Member within 24hrs of incident	Date / time received: