

Knottingley Velo - INCIDENT REPORT



Please complete as fully as possible where injury, illness or property damage has been sustained by any party during a Knottingley Velo event or activity, including where members of Knottingley Velo are attending a formally organised and registered event. It should also be used to report incidents that did not result in injury, illness, or damage – but had the potential to do so.

The form should be completed by an appropriate person, normally the person involved in the incident or the person who took primary responsibility for resolution at the time. It may also be completed by an appropriate club committee member or event co-ordinator.

Day & Date of Incident :		Time :	
<i>Name & Type of</i> Event / Activity : <i>(please include Event URL)</i>	Weblink from Kvelo Public Facebook Group		
Incident Location / Venue : <i>(include address & postcode if possible)</i>			
<i>Name of</i> Appropriate Person:			
<i>Name & Role of (where applicable)</i> Other Appropriate Person:			

What Happened? <i>(please provide a factual account of the incident)</i>

Who was involved? What injuries / illness were suffered? Was any property damaged? <i>(further details can be provided on a separate sheet if necessary)</i>
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Full Name :		Involved as :	
Email / Tel :		KVelo Member :	YES / NO If No – riding as a guest / try-out
Injury (or illness) :	Property Damage :		
First Aid Treatment Provided : <i>(state if 'none given' / 'refused')</i> / Referred to : / Recommendations :			

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Full Name :		Involved as :	
Email / Tel :		KVelo Member :	YES / NO If No – riding as a guest / try-out
Injury (or illness) :		Property Damage :	
First Aid Treatment Provided : <i>(state if 'none given' / 'refused')</i> / Referred to : / Recommendations :			
Ambulance Support Requested?			
If injured party transferred to hospital what arrangements were made for the bike and associated equipment?			

Witnesses *(please provide full details of all witnesses. Further details can be provided on a separate sheet if necessary)*

Full Name :		Involved as :	
Address :		Postcode :	
Email / Tel :		Member No :	

Full Name :		Involved as :	
Address :		Postcode :	
Email / Tel :		Member No :	

Police Involvement:	
Was assistance sought from the Police at the time of the incident?	
Is any on-bike imagery available – if yes who holds that footage?	
Have the police indicated that they anticipate any action to be directed towards the cyclist?	
Have the police indicated that they anticipate any action to be directed towards a third party?	

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Additional Information *(please provide any further information that you feel may be useful if the incident needs to be investigated)*

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Reported by :

Print Name :		Signed :	
Position / Role :		Date :	
Kvelo Member :	Yes / No	Email / Day Tel. :	

Please return this form by Email to: - Judith Fisher (Club Welfare Officer)

alaskalodge@hotmail.co.uk

The Committee of K Velo reserves the right to submit / report this incident to the Club's third party insurer in the event that it considers any claim or action may be directed towards Knottingley Velo.

Completion of this form will allow a retrospective review to assess risks and review Club Guidance.