



# TRIP INCIDENT REPORT

This form is required to record any 'reportable incident' occurring during the trip. An incident can involve the Club group or the general public. Examples of 'reportable incidents' are: bodily injury, sexual harassment, any personal grievance, racial discrimination or property damage to vehicles or private property. The report should be forwarded to the TLCV Trip Convener on completion



<b>Trip</b>		<b>Trip Date</b>	
<b>Participant's Name</b>		<b>TLC Mbr No.</b>	
<b>Address</b>		<b>Postcode.</b>	
<b>Phone Numbers</b>	Home:	Mobile:	Work:

<b>Incident Location</b>		<b>Date</b>	
<b>Description of Incident</b>			

## Witness Details (please provide name and contact details)

<b>Witness 1</b>	
<b>Witness 2</b>	
<b>Witness 3</b>	

Witness Statements if available these should be attached separately

Participant or Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_