

North Staffordshire National Trust Association

Visit Incident Form

If an injury or incident takes place on one of the group's visits, please would you ensure that this form is completed and sent to the Secretary and Programme Co-ordinator as soon as possible on return.

The following information must be included.

Where exactly did the incident occur?

At what time and date?

What was the event destination?

What exactly happened?

Please continue on another sheet if necessary.

Names of any witnesses. Phone numbers if possible.