

Exposed Photography Club – Incident Report Form

This form should be completed by a walk leader or organiser following any incident, concern, or near miss.

Incident Details

- **Date:**
 - **Time:**
 - **Location:**
 - **Event / Photo Walk Name:**
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People Involved

- Name(s) of individual(s) involved:
 - Membership status (if applicable):
 - Contact details:
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Description of Incident

(Please provide a clear, factual description of what occurred)

Action Taken

- Immediate actions taken:
- Was emergency assistance required? (Yes / No)
- If yes, details:

Outcome

- Injury sustained (if any):
- Property damage (if any):
- Follow-up required:

Safeguarding Considerations

- Any safeguarding concerns identified? (Yes / No)
- If yes, details:

Report Completed By

- Name:
- Role:
- Date:

This form should be stored securely and treated as confidential.