Accident and Incident Report Form

Version 6 | July 2026

Submit completed form to: treasurer@ldwa.org.uk

Part 1 — Guidance

Why should we report accidents or incidents?

There are two main reasons. The first relates to insurance: the LDWA's insurers require that all incidents of a serious nature are reported to them as soon as possible after they happen, so that they can respond to and investigate any claim. Secondly, and most importantly, as an organisation that cares about its members and its standing in the walking world, the LDWA has a duty to treat any accident or incident seriously so that, where possible, it is not repeated. Without proper information on accidents and incidents this is very difficult to achieve.

What should be reported?

Any accident, incident, or near miss that occurs during a walk or event can, and should, be reported if it is considered to be of concern. Reporting is not confined to incidents involving the emergency services or hospital treatment; it covers all accidents and incidents that seem serious at the time or could be in the future.

The LDWA's insurers confirm that the following types of accidents or incidents MUST be reported:

- a fatal accident
- an injury involving referral to, or actual treatment at, a hospital
- any allegation of libel or slander
- any allegation of professional negligence which could lead to an insurance claim
- any investigation under child protection legislation
- any circumstance involving damage to third party property

PLUS the insurers define a reportable injury as including:

- any head injury requiring medical treatment (Doctor or Hospital)
- any fracture other than to fingers, thumbs, or toes
- any amputation, or dislocation of the shoulder, hip, knee, or spine
- loss of sight (whether temporary or permanent)
- any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent

Important: in NO circumstance should liability be admitted or any agreement made to pay for damages. Doing so would prejudice the position of the LDWA's insurers.

How should it be reported?

The accident does not have to be reported in any particular way, but to ensure that no key details are omitted we suggest you use the attached form. Once complete, send it to the LDWA Treasurer, who will submit it to the insurers and copy it to others within the organisation who may need to take further action (e.g. Local Groups Secretary, 100s Co-ordinator, Secretary of the Local Group).

Who should complete the form?

The form is best completed by the person who dealt with the accident or incident — normally the Walk Leader for a social walk, or the Event Organiser for a Challenge Event or similar, in discussion with anyone who witnessed the event. The aim is for the report to be as comprehensive as possible.

Privacy Policy

Sensitive personal data may be collected as part of any incident or accident reporting on a group walk or other organised event. This information may be shared with our insurers in line with our legal and insurance obligations. When sensitive personal information is collected, we will take extra care to ensure your privacy rights are protected. Our full Privacy Policy can be found on the LDWA website.

Part 2 — Reporting Form

Please complete all relevant sections. Continue on a separate sheet where necessary.

A. Event Details	
Name of group(s) involved	
Location of event	
Activity involved (e.g. social walk, challenge event, meeting)	
Number of participants	
Date of event	

B. Person in Charge of the Event	
Forename	
Surname	
Position / role	
Email address	
LDWA membership no.	

C. Person(s) Affected	
Please list all persons affected. If necessary, complete a separate form for each person.	
Forename	
Surname	
Gender	
Date of birth or approximate age	
Email address	
LDWA member?	Yes / No
LDWA membership no.	

D. About the Accident / Incident	
Time and date of accident / incident	
Location of accident / incident as accurately as possible (grid reference where practicable)	
Comments on weather, terrain and physical environment, when and where the accident / incident occurred	
Were the emergency services called?	Yes / No

D. About the Accident / Incident	
Was the person injured? Give details of treatment given and who administered it	

E. Witnesses	
Please list all witnesses. If necessary, use a separate sheet.	
Forename	
Surname	
Email address	
LDWA member?	Yes / No
LDWA membership no.	

F. Further Information Following the Accident / Incident	
Remember: indications of injury or ill health may only manifest themselves after the event.	
Further information on the affected person(s) following the accident / incident	
Further action needed as a result of the accident / incident	

G. Person Making this Report (if different from Section B)	
Forename	
Surname	
Position / role	
Email address	
LDWA membership no.	
Date of report	

Please send the completed form to the LDWA Treasurer: treasurer@ldwa.org.uk

No hard copy is required unless requested.