

Form 7

## ACCIDENT OR INCIDENT REPORT FORM

Leaders of Church-related activities in the Diocese of Galway, Kilmacduagh and Kilfenora are required to complete and file an Accident or Incident Report Form in respect of any accident or incident that occurs during an activity under their supervision.

Parish \_\_\_\_\_ Location of activity \_\_\_\_\_

Role of person completing report \_\_\_\_\_  
*e.g. priest, choir leader, youth club leader etc*

Type of activity \_\_\_\_\_  
*e.g. training, practice, retreat, outing etc*

Date and time of accident or incident \_\_\_\_\_

Details of accident or incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parties involved \_\_\_\_\_

\_\_\_\_\_

Were parents/guardians informed? ☐ Yes or ☐ No (please tick)

Outline follow-up (if any) \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

For Diocesan Use/Response

Date of receipt of report \_\_\_\_\_

What action, if any, was taken on receipt of report? \_\_\_\_\_

\_\_\_\_\_