

How to complete the Bu3a Incident/Accident/Near Miss

Report Form July 2025

Barnsley & District u3a

To report an incident, accident or near miss event occurring during a Bu3a activity or event.

Step 1. Go to the bu3a.u3asite.uk Menu/Groups/Coordinators

Step 2. Complete the online incident report form and submit. The form will be sent immediately to Bu3a Chair and Bu3a Safety who will follow up on the report.

Step 3. If a hard copy of a report form is required, the form is available in Word to download, print off and complete. If this used in place of the online report form, a copy should be photographed or scanned and sent to the Bu3aChair or Activity Safety Officer.

Please keep the personal details of the incident confidential.

u3a	How to use the Bu3a Accident/Incident/Near Miss Form. For Members Only.	Barnsley u3a
Version	Description of changes	Date
1.0	New procedure.	May 2024
2.0	Updated to account for the availability of the online report form	July 2025

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