

The Ski Company

Incident Reporting Procedures



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Incident Reporting

A school ski trip incident requires providing details about the event.

Key elements to include are the date, location, nature of the incident, individuals involved, and the actions taken, such as medical assistance or contacting emergency services.

Key components of an incident report

Identification: The report should clearly state the date, time, and location of the incident.

Incident description: A factual and detailed account of what happened, including the chain of events.

Involved parties: The names and roles of all students, staff, and any other individuals involved.

Witness statements: The report should include any statements from witnesses, as well as any relevant information from instructors or medical personnel.

Actions taken: A record of the immediate actions taken to address the incident, such as first aid, calling emergency services, or contacting parents.



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