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| **Incident Level (Minor, Medium, High Risk)** | **Incident Form Reference No.** | **Date of Report** | **Reported By** | **Reporter's Contact Info** | **Incident Type** | **Date of Incident** | **Location** | **Specific Area of Location** | **Incident Description** | **Name of Parties Involved (if applicable)** | **Contact Info for Parties Involved** | **Follow up completed** | **Further action taken / lessons learnt** | **British Canoeing Informed** | **Trustee Board Informed?** |
| - |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| First two lines are just examples | | | | | | | | | | | | | | | |
| Low | *1* | *07/12/2023* | *Matt* | *N/A* | *Injury* | *03/12/2023* | *Falcon Clubhouse* | *Dancefloor* | *Member fell over drunk at X-mas party and hurt foot* | *See incident form* | *See incident form* | *Y* | *N/A* | *N* | *N* |
| Low | *2* | *07/12/2023* | *Matt* | *N/A* | *Injury* | *03/12/2023* | *River* | *Osney Lock* | *Paddler cut foot during portage* | *See incident form* | *See incident form* | *Y* | *N/A* | *N* | *N* |
| *Examples* | | | | | | | | | | | | | | | |
| Medium | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Medium | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| High | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| High | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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