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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?** |
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| 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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