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[CLUB NAME] INCIDENT REGISTER

What is an incident register?

An incident register is a document used to record a summary of incidents that have occurred on our club premises or at club activities.

Why do we need an incident register?

Maintaining an incident register gives us a better understanding of events that may affect the safety of our members. It is also a valuable work, health and safety tool, a way to help our club identify risks occurring over time and can help to develop strategies to reduce the risk of alcohol-related violence and anti-social behaviour.

Such examples include:

- An intoxicated person refusing to leave the club premises.
- Entry refused to an intoxicated or disorderly person.
- A patron assaulting another patron within the premises.
- Members or guests creating nuisance when leaving the club, thus creating disturbance for neighbours.
- General complaints in relation to alcohol related activities.

How do we make sure our club's incident register is properly maintained?

Our club will implement procedures to make sure the register is properly maintained.

An example of this is to delegate responsibility to our committee and bar servers.

We will also educate our members about the value of maintaining a register so they understand its importance in supporting our club to be safe and responsible.

When to complete the incident register

Our club incident Register will be completed at the time the incident occurs or at the soonest opportunity after the incident. It will assist our club members to complete the register using a standardised method to ensure incident details, including witness details and comments are collected.

Information collected will include:

- Details of the person completing the incident report
- Time/Date/Place of incident
- Details of those involved in the incident
- Description of the incident
- Whether security or policy where involved
- First aid requirements
- Property damage assessment
- Witness details
- Any further action required

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[CLUB NAME] INCIDENT REGISTER

DATE OF INCIDENT	DESCRIPTION OF INCIDENT AND PERSONS INVOLVED	REPORTED BY	ACTIONS TAKEN	PERSON(S) ON DUTY AND POSITION(S) IN CLUB	DATE INCIDENT RESOLVED
Example 20/02/2017	Individual unable to provide ID at bar	Sarah Jones (bar server)	Individual refused alcohol – informed of club's legal responsibility	John Smith, Secretary	20/02/2017

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