

# INCIDENT CHECKLIST

When a personal injury claim is brought, often the difference between a successful defence versus a compensation pay out, rests with the quality of the evidence caught by instructors at the incident scene, rather than the quality/content of a session itself. Improving the quality of evidence captured post-incident can be vital. HCR Law offer some golden rules on what to cover in incident witness statements:

- Who?** Who were the instructors on the session. Who gave the briefing/instruction and what was said (word for word if possible).
- How many participants were in the group, in what order did they take part (was the injured person first/last etc.), and what activities were completed by the injured person before the incident. Particularly in relation to younger participants, how did they seem during the session? Did they require additional encouragement to take part?
- When/Where?** When and where did the incident happen, with photographs where helpful.
- What?** What happened?  
Please give as much detail as possible about what happened throughout the entire session.
- Weather?** Were environmental conditions (e.g. weather, water etc.) appropriate/within operating conditions? With photographs where helpful.
- Witnesses?** Please take a written account from any witnesses and the injured person (if they are happy to speak with you). Please ask the injured person/witnesses to check the account that they have given and confirm it's correct by signing and dating it.

