STATEMENT FORM GUIDE

Incident & Near-Miss Reporting System (INRS): An Initiative by the Outdoor Adventure Education (OAE) Council



DISCLAIMER

- The Incident & Near-Miss Reporting System (INRS) and its supporting resources have been prepared with care and in good faith to support organisations in the consistent documentation of incidents and near-misses in Outdoor Adventure Education.
- The INRS is a reporting resource. It does not replace an organisation's Emergency Action Plan (EAP), crisis management arrangements, emergency response procedures, incident escalation or investigation processes. Organisations remain responsible for determining and implementing the appropriate response to each occurrence.
- The materials do not constitute legal, medical or other professional advice. Injury, illness, presenting symptom and severity guidance is intended to support consistent reporting and classification and should not be used as a substitute for assessment or advice by an appropriately qualified professional.
- The guidance is not intended to cover every possible occurrence or operating context. Organisations should apply appropriate judgement, seek professional advice where necessary, and comply with applicable laws, standards, policies and other requirements relevant to their operations.
- Organisations are responsible for the access, storage, sharing and management of information collected through INRS, in accordance with their applicable data-management and privacy requirements.
- While reasonable care has been taken in preparing these materials, no guarantee is given that the information is complete, accurate or current. The members of the Outdoor Adventure Education Council do not accept liability or responsibility for loss or damage arising from reliance on or use of these materials.

ABOUT THE INCIDENT AND NEAR-MISS REPORTING SYSTEM (INRS)

The INRS is a digital incident and near-miss reporting system developed by the OAE Council for providers offering outdoor education programmes. It provides a structured and consistent way to record incidents and near-misses, supporting post-occurrence documentation, follow-up, and organisational learning.

Built on Google Workspace, the system consists of two forms – a Statement Form for capturing individual witness accounts, and a Final Report Form for the Camp Chief to consolidate available information into a single comprehensive report.

The INRS sits within a broader safety management framework, complementing organisations' Emergency Action Plans (EAPs) and crisis management processes. It supports providers in meeting the incident documentation requirements set out in the Singapore Standard Code of Practice for OAE Activities (SS 710), providing a structured and auditable record of occurrences.

INRS was developed through a user-centred approach, with pilot testing conducted by local OAE providers. Their feedback directly shaped the forms, reporting workflow, and supporting resources to ensure the system reflects how reporting works in practice. The OAE Council extends its sincere appreciation to all providers[1] and practitioners who contributed their time and insights to the development of INRS.

PURPOSE

Use this guide to complete the Statement Form accurately and objectively. Record only what you directly experienced or observed — before, during, and after the occurrence. You are not expected to know every detail. Your statement will form part of the Final Report alongside information from other sources.

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[1] *Participating organisations include AmplitudeU, Aktivate, HA Academy, Innotrek, SerendipET, and Ventured.*

QUICK START GUIDE

- Complete the form when the situation is under control and it is safe to do so.
- Submit your statement as soon as possible while details are still fresh.
- Report only what you know. If you are unsure about something, state "Unknown" rather than guessing.

If you remember important information after submission, contact the Camp Chief or reporting lead. Do not alter your original statement.

If you are...	Go to...
Unsure about what and how to record	Key Principles
Unsure about filling in a particular section of the form	How to Complete the Form
Unsure on how best to phrase your point	Best Practice Checklist and Examples
About to submit your statement	Quick Check Before You Submit
Looking for more information on the general reporting process, such as timeline, editing after submission, or photos	INRS FAQ

KEY PRINCIPLES

1. Record only what you directly experienced or observed

You do not need to have witnessed the full occurrence. If you include information given by someone else, identify the source. For example:

"*Group Facilitator Sarah shared that the participant reported pain in her ankle. When I arrived, the participant was already sitting on the ground. I observed swelling around her left ankle.*"

2. Be specific, factual, and objective

Use clear, neutral language and be specific when describing what happened, what you observed, and what actions were taken. Avoid vague descriptions, assumptions and assigning blame

Less useful	Why	Useful
"*There was an accident and Tim got hurt*."	Vague – does not explain what happened or what injury was observed.	"*Tim slipped on a wet rock during the trek and reported pain in his right ankle*."
"*The participant was careless and fell*."	Assigns blame – describes the participant as careless rather than what they did.	"*The participant was running along the wet walkway, slipped, and fell forward onto both knees*."
"*The participant had a serious breathing problem*."	Assumption – describes the condition as serious without explaining what was observed or reported.	"*The participant reported difficulty breathing and chest tightness. I observed that the participant was breathing quickly and was advised to stop the activity.*"

Putting It Together: Example of a Good Witness Account

"At approximately 10.15 am, I was walking behind the group during a forest trek. I saw a participant slip while stepping down a wet slope and land on her left side.
The participant remained seated and reported pain in her left ankle. I observed swelling around the ankle. I informed the Activity Leader, who stopped the group and arranged for first aid. I did not see any other injuries."

3. Think through the occurrence in sequence

Before → During → Immediately after

This helps you recall the occurrence more clearly. The form is also structured chronologically to make your account easier to follow.

4. Capture details using plain language

You do not need medical terms or a diagnosis. Describe the body part affected, what you observed, and what the person reported. For visible injuries, include details such as the approximate size or appearance. For example:

"*Cut approximately 3 cm long on the left forearm, with visible bleeding.*"
"The participant was holding his abdomen and in foetal position. He kept moaning, 'My stomach hurts."

HOW TO COMPLETE THE FORM

Section A – When and Where

Enter the date, time, and specific location. If the exact time is unknown, give your best estimate. For location, be as specific as possible. Include the general area and any relevant landmarks or activity areas. For example:

"*MOE Jalan Bahtera Adventure Centre, indoor rock wall*"

Section B – Who and What

Complete the fields based on what you know. Include other witnesses by name and role where known, and select the setting and activity that best match the occurrence.

Section C – Sequence of Events

Describe what happened leading up to and during the occurrence in chronological order. Use the prompts in the form as cues and include only details that are relevant to what happened. If you only observed part of the occurrence, begin from the point you became aware of it.

Avoid guesses, blame, personal opinions, or assumptions about why something happened. Refer to **Key Principles** if needed.

Section D – Observed Impact / Outcomes

Record what you observed as a result of the occurrence. This includes injuries, illness, signs of distress, and any damage. Select all options that apply, then use the text field to add relevant details.

Describe what you observed and what the person reported. If nothing was observed, indicate this according to the form instructions.

Section E – Immediate Response

Record the actions you observed being taken to manage the situation. Select all that apply, then record any immediate outcome you observed.

Focus on what was done after the occurrence. Do not repeat the full event narrative from Section C.

Section F – Misc.

Use the 'Additional Details' field to capture any relevant information not already recorded elsewhere in the form.

BEST PRACTICE: CHECKLIST AND EXAMPLES

Quick Check Before You Submit

Before submitting, run through this checklist:

- Have I clearly distinguished my own observations from what others told me?
- Have I made it clear if I witnessed only part of the occurrence?
- Have I described the events in the order they happened?
- Have I used factual, neutral language without making assumptions or assigning blame?
- Have I described injuries or symptoms without diagnosing them?

The examples below show how to provide clearer, more factual accounts by applying the reporting principles above.

Example type	**Less useful**	**Why**	**Useful**
Partial Witness Account	"*Participant suddenly fell down*."	Implies the witness saw the fall directly, when they may have only observed the aftermath	"*I heard a shout and turned to see the participant sitting on the ground holding her left ankle.*"
Injury	"*Participant fell and hurt leg*."	Does not explain how the fall happened, which leg was affected, or what was observed.	"*During the forest trek, I saw the participant slip on a wet slope. She reported pain in the left ankle and was unable to continue walking without assistance. I observed swelling around the left ankle.*"
Illness / Symptoms	"*Participant had breathing problem.*"	May sound like a diagnosis; does not distinguish between what was reported by the participant and what was directly observed.	"*During the activity transition, the participant reported difficulty breathing and chest tightness. I observed that the participant was breathing quickly. The Activity Lead, Shawn, advised the participant to stop the activity and sit down.*"
Equipment / Property Issues	"*The equipment was unsafe.*"	Does not identify what was damaged or what the damage looked like.	"*Afterwards, I observed that one helmet strap buckle was not fastening securely. The helmet was removed from use and disposed of according to company SOPs*."

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