



Incident/Accident Report Form

Name of injured person	First Name(s) Surname	Date of incident/accident	DD	MMM	YYYY
Address of injured person	Number & Street Name				
	Town		Post Code		
	County				
Site where incident/ accident took place					
Nature of incident/injury and extent of injury.					
How and precisely where, did the incident occur; what activity was taking place, e.g. training/ game/ getting changed, other people involved.					
What action was taken during any first aid treatment (include name(s) of first aider(s)).					
What happened to the injured person following the incident/accident? e.g. carried on with session, went home, went to hospital					
Name of person in charge of session/competition					

Were any of the following contacted?

- ✓ Parent(s)/carer(s) Yes No
- ✓ Police Yes No
- ✓ Ambulance Yes No

All of the above facts are a true record of the accident/incident

Signed :		Name :		Date:	
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PTO

In the event of an incident/accident relating to training or faulty equipment/facilities, follow up action should include informing the management committee of the incident/accident in line with the Shinfield Tennis Club maintenance policy. Details can be found on the club website www.shinfieldtennisclub.co.uk as well as on the club notice board.



Accident Reporting Process:

1. If no committee members are at the club at the time of the incident please contact a member of the committee as soon as possible, phone details to be found on club notice board.
2. Let them know what has happened and what action has been taken, contacting emergency services etc.
3. If a child is injured then a contact number is always available during coaching sessions and, if not, all the committee members have an up to date membership list with all contact phone numbers.
4. Committee members, also, have a list of any medical or allergic issues associated with any of the children.