

BLTC INCIDENT REPORT

This report should be addressed to The Club Welfare Officer (bltc@hotmail.co.uk)

*"Incident" is defined as the circumstances surrounding an actual injury or damage to property, which has taken place within the Court enclosure.
An Incident Report should also be completed if a "near miss" occurs.*

Date of Incident:

Time of incident:

Description of Incident:

Circumstances/Events leading up to the incident:

If an injury:

Name of injured person:	
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Contact details of injured person:	
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Was injured person under 18?	Y/N
Was injured person a member or a non-member?	Y/N

Names of other persons involved in incident:

name	member (Y/N)?	adult	under 18	guest?	whose guest?	Contact details

If damage to property

Name and contact details of person(s) involved

name	member (Y/N)?	adult	under 18	guest?	whose guest?	address	phone

Reporting:

Were emergency services informed?

Y/N

Comments

Police

Fire

Ambulance

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Contact details of other persons present:

name	member (Y/N)?	adult	under 18	guest?	whose guest?	address	phone

Follow-up action taken (if any)

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Person making the report:

name	member (Y/N)?	adult	under 18	guest?	whose guest?	address	phone

Report delivered:

Date:	
Time:	