

FAIRFORD TENNIS CLUB

Incident/Accident Report Form

Name of person in charge of session/competition

Site where incident/accident took place

Date of incident/accident

Name of injured person

Address of injured person




Nature of incident/injury and extent of injury

Give details of how and precisely where the incident occurred.

Describe what activity was taking place, e.g. training/game/getting changed.

Give full details of action taken during any first aid treatment and the name(s) of first aider(s).

Were any of the following contacted?

- | | | | |
|--|--------------------|------------------------------|-----------------------------|
|  | Parent(s)/carer(s) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|  | Police | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|  | Ambulance | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**What happened to the injured person following the incident/accident?
e.g. carried on with session, went home, went to hospital**

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

Signed

Name

Date

In the event of an incident/accident relating to training or faulty equipment/facilities, follow up action should include completion of the relevant risk assessment form. Refer to Tennis Resources for an example risk assessment form for facilities and coaches.

Please return completed form as soon as possible to:

Richard Harrison (Hon Secretary) – email fairfordtennis@gmail.com