



# Littleover Tennis Club

## Club Manual

### Section 3 - Policies and Procedures

#### 3.4.2 - Incident / Accident Report Form

Name of person in charge of session / competition:

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 names(s) of first-aiders):

Were any of the following contacted?:

- Parent(s) / carer(s)
- Police
- Ambulance

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 incident / accident:

Name:

Signed:

Date:

In the event of an incident / accident relating to training or faulty equipment / facilities, follow-up action should include informing the Committee of the incident / accident in line with the Risk Assessment Policy. Details of this can be found on the website as well as in the Club Manual.

If more space is required for any section then continue overleaf ...



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Further information can be added here: