



Lowestoft Town Tennis Club

Dealing with and reporting an Accident/Incident

Guidance

- When dealing with an incident or accident:
- Stay calm but act swiftly and observe the situation.
- Is there any danger of further injuries?
- Listen to what the injured person is saying
- If the injury is minor, alert your first aider to take appropriate action. If the injury requires specialist treatment, call the emergency services
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries - wait for the emergency services
- Contact the injured person's parent/carer/partner etc
- Complete an incident/accident report form

Accident/Incident 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. Include 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 / No

Police Yes / No

Ambulance Yes / No

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

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 place to play maintenance policy.

Please send/email the completed accident / incident report form to:

Club Secretary – Christine Turner
Lowestoft_tennis@btinternet.com