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| In the event of an accident, the following procedure should be followed by the club or organisation:1. Fill in 2 copies of this form for **all** accidents.
2. Make contact with parents / carers.
3. Add 1 copy of form to incident book / folder.
4. Forward 1 copy to designated person for record keeping / action required. This should include the club welfare officer (welfare.officer@roehamptoncricketclub.com
5. Contact emergency services / GP if required.
6. Record in detail all facts surrounding the accident, including witnesses, etc.
7. Any further action.
8. Sign off on any action required from senior management officer.
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**Accident reporting form**

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| **Contact information – responsible adult** |
| Name of coach in attendance |  |
| Address |  |
| Contact number(s)  |  |
| Email  |  |
| Name of organisation |  |

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| **Injured person information – child / young person** |
| Name  |  |
| Address |  |
| Date of birth |  |
| Gender(optional) | Female🞎 | Male🞎 | Non-binary🞎 | Another description (please state)🞎 |
| Has the child / young person returned to the organisation following the accident? | No🞎 | Yes🞎 |  |
| **Accident information** |
| Date of accident |  | Time of accident |  |
| Date reported |  | Time reported |  |
| Who reported the accident? |  |
| Location of accident |  |
| Details of injury |  |
| Nature of and how accident happened |  |
| Did anyone witness the accident? | No🞎 | Yes – please give name(s) and details of witness(es)🞎 |
| Was first aid involved? | No🞎 | Yes – please give details🞎 |
| Have parents / carers been notified? | No🞎 | Yes – please state by whom and when🞎 |
| Recommended action to be taken |  |
| Referred to designated person(s)? | No🞎 | Yes – please have them sign declaration at end🞎 |
| Form completed by (print your name) |  |
| Your signature | 🗶 |

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| **Declaration – designated person** |
| Signature of management representative | 🗶 |
| Print name |  |
| Role within organisation |  |
| Today’s date |  |