**Accident/Incident Recording, Reporting and Investigation Form**

In the event of an injury resulting from an accident or a near injury from an incident to a member of the club, a visitor, or a member of the public the incident must be recorded.

The reason for this is to let the Club Committee know what has happened so they can take appropriate action to avoid a re-occurrence. The reporting and recording of such incidents may show, over a period, a trend of incidents that the Committee can reflect upon and take remedial action. Please complete **Part A** and return it to the Club Secretary within 1 week of the accident/incident.

**Part A**

| **Name of the injured person(s):** |
| --- |
| **Date the accident/incident occurred:** |
| **Time:** |
| **What was the injured person(s) doing at the time?** |
| **How did the accident/incident occur?** |
| **Names of witness(es):** |

**Part B**

| **Name of Club Committee member to investigate:** |
| --- |
| **Due Date of Completion:** |
| **Details and outcome and corrective measures recommended:** |

□ Club Committee endorsed - Signed by President………………………………………………………

□ More information required - Signed by President………………………………………………………