**Accident reporting form**

In the event of an accident, the following procedure should be followed by the:

* Fill in the Accident reporting form for **ALL** accidents.
* If the person is under 18 make contact with parents/guardians.
* Forward the form to either the Health and Safety Officer (currently the Cadet Officer) or the Secretary for record keeping/action required.
* Contact emergency services/GP if required.
* Record in detail all facts surrounding the accident, witness's etc.

**Any further action.**

* One copy of the relevant part of the form to be placed in incident folder.
* Sign off on any action required from senior officer of the Committee (normally the Commodore).

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| **Accident information: [[1]](#footnote-1)**  *(To be recorded by club and shared with relevant members and parents/carers)* | | | |
| **Date of accident:** |  | **Time of accident:** |  |
| **Date reported:** |  | **Time reported:** |  |
| **Accident reported by who:** |  | | |
| **Location of accident:** |  | | |
| **Details of injury:** |  | | |
| **First aid involved:**  *(please provide details)* |  | | |

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| **If Required Parents/carers notified:** | Yes / No  (*If Yes, by whom and when below)* |
| **Parents/carers notified by whom and when:** |  |

|  |  |
| --- | --- |
| **Form completed by:** |  |

|  |  |
| --- | --- |
| **Instructor/ Skipper or person reported to:** |  |
| **Their Contact Details** |  |
| **Any witnesses** | Yes / No  (*If Yes,* details to go in further information) |

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| --- | --- |
| **Name of injured person/ child/young person:** |  |
| **Address:** |  |
| **Date of birth if under 18:** |  |
| **Contact Details** |  |
| **Gender:** | Male Female |

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| **Form completed by:** |  | Date |  |

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| **For Club Use**  **(not to be logged in the folder but retained separately)** |

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| **Recommended action to be taken** | (Additional recommendations to go in the further information section) |
| **Refer to designated Person’s:** | Yes / No  (If Yes, signature and name below) |
| **Signature:**  **Name;** |  |
| **Has the person returned to the Club** |  |

|  |  |
| --- | --- |
| **Signature of Committee member[[2]](#footnote-2):** |  |
| **Role within Club:** |  |
| **Date** |  |

**Further Information**

1. This Page is put into the Folder and is available to the wider Membership. [↑](#footnote-ref-1)
2. Normally the Commodore or Vice Commodore in their absence [↑](#footnote-ref-2)