

NCKC Accident/Incident Report Form

Use this form for reporting accidents, incidents or hazards which have occurred either on club premises or whilst engaged on club sessions or trips. If the accident/incident has resulted in someone suffering **serious injury** (e.g. broken bones) please report it **immediately** to the safety officer

INSTRUCTIONS: Fill in the form, send a photo of the completed form to the club safety officer safeguarding@nckc.org.uk and leave the completed form with the affected person.

DETAILS OF PERSON FILLING IN THIS FORM

Your Name:	Contact Phone No.:
Position within group:	
Address:	

DETAILS OF ANY INJURED

Name:	Contact Phone No.:
Address:	
Position in group: (Leader, Participant, Parent etc)	
Age:	Male / Female:

DESCRIPTION OF THE ACCIDENT or INCIDENT (e.g. a near-miss)

Date & Time:	Place:
Describe what happened including details of any injury:	

FIRST AID TREATMENT

Was the person treated by a First Aider?	Yes	No	Don't Know	Not applicable
If 'Yes': Give Name of First Aider:				
...and record here what First Aid was given:				

PERSON WHO HAD THE ACCIDENT (or parent/ guardian if under 18)

Signed:	Name:	Date:
---------	-------	-------

PERSON FILLING IN THE FORM

Signed:	Name:	Date:
---------	-------	-------

Is the accident/incident reportable under RIDDOR? (any ticked boxes above – if in doubt, read guidance)	Yes	No	If 'Yes', date reported & Signature:
--	-----	----	--------------------------------------

Notes: The information given may be passed onto the Health & Safety ('H&S') Enforcing Authority (where this is required by law); our Insurers (to advise on risk/claims matters); governing body (to provide information about accidents or incidents, injuries and illness), and Club official's (to discuss general accident and adverse incident prevention strategies)