Procedure for dealing with accident/ incident forms once completed

The primary purpose of accident and incident reporting is to identify immediate and underlying causes so that steps can be taken to prevent reoccurrence. The level of seriousness of an accident or incident will determine the level of investigation.

Accident/incident forms should be completed as soon as possible and sent to the Club Secretary. The Club Secretary will liaise with the Club President and consider the seriousness of the accident or incident. Together they will carry out a full investigation where they deem necessary.

Club President - Ann Marie Pegler
am@pegler.org

Club Secretary - Elizabeth Haddock
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Club Welfare Officer – Geoff Sambrook
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CLAREMONT LAWN TENNIS CLUB

ACCIDENT AND INCIDENT REPORT FORM

Accident/lncident 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

Give 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 C]	No C]
Police	Yes	No C]
Ambulance	Yes	

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. Details of this can be found on the website as well as in the Clubmark file in the clubhouse.