



# Accident Report

In the event of a serious accident, contact the Emergency Services or a GP, do not delay.

The completion of this form requires several people. Please provide as much information as you possibly can, but do not worry if you cannot supply all the information.

If there is not enough space to provide all the information, please use and attach separate sheets.

As soon as possible, email this to:

Safeguarding Officer      [safeguarding@rochdalearchers.com](mailto:safeguarding@rochdalearchers.com)

Health & Safety Officer      [hands@rochdalearchers.com](mailto:hands@rochdalearchers.com)

The confidential information provided of this form will be stored digitally, securely and will only be shared with club officials, AGB or outside agencies strictly on a need-to-know basis.

1 - Person reporting the Accident	
Name	
Club	
Membership Status	
Mobile	
Email	
Address	

2 - Person(s) affected by the accident		
	Person 1	Person 2
Name		
Club		
Age		
Mobile		
Email		
Address		

3 - Witnesses		
Was the incident witnessed by anyone		Yes / No
	Person 1	Person 2
Name		
Club		
Mobile		
Email		
Address		

If reporting an injury to a Child or Young Person, complete section 4, if not move on to section 5.

4 - Parent/Carer for Child or Young Person	
Has the Parent/Carer been informed	Yes / No
Name of Parent/Carer	
Mobile	
Email	
Address	
If informed, please give details of what was said If not informed, please give reason why	

5 - Accident	
<b>Where</b> did it happen <i>Location, address</i>	
<b>When</b> did it happen <i>Day, date, time</i>	
<b>What</b> happened <i>What, how, why</i>	
Was <b>First Aid</b> given <i>Yes/No</i> <i>By whom</i> <i>What was done</i>	
Did the casualty go to <b>A&amp;E</b> <i>Yes/No</i> <i>Which A&amp;E</i> <i>Day, date, time</i>	

6 - Individual completing this report	
Signature	
Name	
Position	
Date	

## TO BE COMPLETED BY CLUB OFFICIALS

<b>7 - Follow-up actions</b>	
Was the Club informed <i>Who, when, by whom</i>	
Was the County informed <i>Who, when, by whom</i>	
Was the Region informed <i>Who, when, by whom</i>	
Was AGB informed <i>Who, when, by whom</i>	
Advice given, suggested actions	

<b>8 - Preventative action</b>	
What action was carried out to prevent recurrence of a similar event	

<b>9 - Return to club/sport</b>	
Have those involved returned to the club/sport	
If not, why not	
Is there any further action required to encourage them back to the club/sport	

<b>10 - Club Official</b>	
Signature	
Name	
Position	
Date	