

Incident/accident report form

WYLAM TENNIS CLUB

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 took place.

Describe what activity was taking place, for example 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?**

Parents/carers

Yes No 

Police

Yes No 

Ambulance

Yes No **What happened to the injured person following the incident/accident?**

E.g., carried on with session, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident**Signed:****Date:****Name:**

In the event of an accident occurring through insufficient training or faulty equipment/facilities, follow up action to include completion of risk assessment form