

ASHFORD CRICKET & HOCKEY CLUBS

Incident/Accident/Damage Report Form

**ASHFORD CRICKET
CLUB**



**ASHFORD HOCKEY
CLUB**



Please report all incidents, accidents or damage to people, property, equipment and/or the environment.

1. Site where incident/accident/damage took place:
2. Name of person in charge of session/competition/game:
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3. Name (and Club) of injured person(s)/property/equipment:
4. Address of injured person(s)/location of property/equipment:
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.....
.....
5. Date and time of incident/accident:
6. Nature of incident/accident:
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7. Give details of how and precisely where the incident/accident/damage took place. Describe what activity was taking place, eg training, game, getting changed, warming up etc.

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8. Give full details of any action taken including any first aid treatment and the name(s) of the first aider(s):

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9. Were any of the following contacted:

- Police: Yes No
- Ambulance: Yes No
- Parent/guardian: Yes No
- Duty Manager: Yes No

10. What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session) or what happened to the damaged equipment or property.

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11. All of the above facts are a true and accurate record of the incident/accident.

SIGNED: DATE:

Name:

Please include below any additional information that may be useful (e.g. sketch/plan of incident/damage).