



### **Accident Report Form**

An accident book is useful to record all accident information as part of your management of health and safety at the club. It is important to comply with data protection laws, and the Accident Books available to purchase from good stationers are compliant; i.e. the details of the injured person are not kept in the book, but taken out and filed safely in a locked cabinet. They need to be kept for 7 years, in case there is a claim at a later stage against the Club. Accident Report Forms are useful and can be taken out to other venues and completed if there is an accident and should then be filed safely in a locked cabinet. Always ensure the parent/carer is informed of an accident, and signs the book or form.

Name of Injured person:

Address of Injured person:

Date and time of Accident:

Nature of Injury:

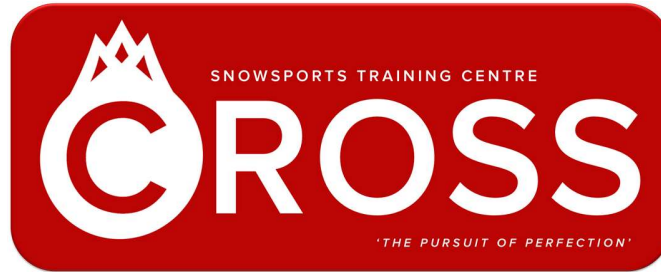
Describe the Accident:

Details of any first aid given:

Was the parent contacted:

Details given to the parent:

Who by?



Additional Actions undertaken or required:

Additional Notes:

.....  
Signature of Club Official/First Aider

.....  
Signature of Parent/Carer      Date

Please return this form to the CWO.