

Burnham Tennis Association

Incident or Accident Report Form

Name of person in charge of session, competition or event:

Site where incident or accident took place:

Date of incident or accident:

Name and address of injured person(s):

Nature of incident, accident or injury and extent of injury:

Give details of how and precisely where the incident or accident occurred. Describe what activity was taking place, e.g. training, on-court game, getting changed etc.

continued /

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 <input type="checkbox"/>	No <input type="checkbox"/>
Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ambulance	Yes <input type="checkbox"/>	No <input type="checkbox"/>

What happened to the injured person following the incident/accident? e.g. continued with session, went home, went to hospital

All of the above facts are a true record of the accident/incident:

Signed:

Name: please print

Date:

Note

In the event of an incident/accident relating to training or faulty equipment/facilities, follow up action should include completion of a **Risk Assessment Form for Facilities** and **Risk Assessment Form for Coaches**.