



## Accident/Incident (near miss) Report

This form must be used to record all accidents and near misses **immediately following the incident**. The form should be completed by the supervising coach or volunteer in cases of injuries, accidents or near misses. The form should be **countersigned by the Club's Welfare Officer ensuring that he/she is aware of the incident, the recommendation and the risk assessment for the activity.**

<b>From (supervising member of staff present during incident/accident):</b>		
<b>Type of Report (please circle):</b> <b>INCIDENT / ACCIDENT</b>	<b>Date of Occurrence:</b>	<b>Time of Occurrence:</b>
<b>Location:</b>	<b>Name/s of individual/s affected.</b>	
<b>1.</b>	<b>Description of accident/incident: (give as much information as possible)</b>	
<b>2.</b>	<b>Nature of injury: (give as much information as possible)</b>	

<b>3.</b>	<b>If hospital treatment was required, when did they go and what was the outcome?</b>
<b>4.</b>	<b>Immediate action taken:</b>
<b>5.</b>	<b>Recommendations or action taken to reduce risk of recurrence of similar incident/accident:</b> <i>(include on separate sheet if necessary)</i>

**Signatures**

Person in Charge ..... Date.....

Welfare Officer ..... Date.....