Incident/Accident Report Form

Ref no. 3.3.4
Adopted by Tennis Club Committee on 25/11/08

Club name **Raynes Park Residents LTC**

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

Tennis Clubmark

LTA

Give details of how and precisely where the incident occurred.
Describe what activity was taking place, e.g. 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?

✓	Parent(s)/carer(s)	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

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

Signed Name Date

In the event of an incident/accident relating to training or faulty equipment/facilities, follow up action should include completion of the relevant risk assessment form. [Refer to resources 3.4.5 – Risk assessment form for facilities; and 3.4.6 – Risk assessment form for coaches.]

PLEASE DOWNLOAD THE FORM, FILL IN AND THEN EMAIL COMPLETED FORM TO info@rprltc.co.uk