

## Whitefield Bowling Club Accident Reporting Form

In the event of an accident (or near miss), the following procedure should be followed:-

- One copy of form to incident book/folder.
- Report immediately to a Director.
- Contact emergency services if required.
- Record in detail all facts surrounding the accident, witness's, photos and images.
- Action to rectify/remove risk.

<b>Injured person information:</b>	
<b>Name of injured person:</b>	
<b>Address:</b>	
<b>Date of birth:</b>	
<b>Contact Details</b>	

<b>Accident (or near miss) information:</b>			
<b>Date of accident:</b>		<b>Time of accident:</b>	
<b>Date reported:</b>		<b>Time reported:</b>	
<b>Accident reported by who:</b>			
<b>Location of accident:</b>			
<b>Details of injury:</b>			
<b>Nature and how accident happened:</b>			
<b>Did anyone witness the accident:</b>	Yes            /            No <i>(If Yes, state witness name/s and details below)</i>		
<b>Name of witnesses:</b>			

<b>First aid involved:</b> <i>(please provide details)</i>	
<b>Parents/carers notified:</b>	Yes            /            No  <i>(If Yes, by whom and when below)</i>
<b>Parents/carers notified by whom and when:</b>	
<b>Form completed by:</b>	
<b>Recommended action to be taken:</b>	
<b>Refer to designated Person's:</b>	Yes            /            No  <i>(If Yes, signature and name below)</i>
<b>Signature:</b>	
<b>Print name:</b>	

<b>Remedial Action</b>	
<b>Signature of management representative:</b>	
<b>Print name:</b>	
<b>Role within organisation:</b>	