



Est. 1995

ACCIDENT REPORT FORM

Please make a copy of this form before completing

In the event of an accident, the following procedure should be followed by the club or organisation:

- Fill in Accident Form on Google Forms
- Make contact with parents/guardians/Team Coach (if an away team)
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witnesses, photos etc.
- Any further action.
- Inform Welfare Officer by email that an accident form has been completed
Welfare Officer

Date and Time of Accident:	
Location of Accident:	
Name of injured party:	
Name of training session or team:	
Name of Coach:	
Name of person completing form if different from coach	
Other coaches/managers/parent supervisors present	

Names of witnesses to the accident (preferably adults)	
Name of individual(s) who dealt with the injured party:	
Details leading up to the accident /how it happened:	
Details of injury:	
Details of events after the accident including treatment:	
Parents/Guardian notified (if not present)?	Yes No

Provide this document to the Safeguarding Officer, or the Club Chair if unavailable.
(Contact details found in the BB SG and Welfare Contacts document)