

**ACCIDENT REPORT FORM**

In the event of an accident, the following procedure should be followed:

* Contact emergency services/GP if required;
* For allaccidents, complete two copies of this form, keep one copy of the form in the incident book and forward one copy to organisation’s secretary;

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| **Organisation Information(Club/County/Region etc)** | | |
| Organisation Name: | | |
| Name of Official in attendance: | | Position: |
| Address | | |
| Telephone Number: | Mobile: | |
| E-mail address: | | |

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| **Injured Persons Information:** (use separate sheet if necessary) | | |
| Name: | Date of Birth: | Male 🞏 Female 🞏 |
| Address | | |
| Telephone Number: | Mobile: | |
| E-mail address: | | |

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| **Accident Information:**  **(**To be shared with relevant staff and parents/carers) | | |
| What Happened? | | |
| Where did it happen? (location and address) | | |
| How did it Happen? | | |
| When did it happen? (time and date) | | |
| When was it reported? (time and date) | | |
| Who was it reported to? | | Tel/Mob No: |
| Who was it reported by? | | Tel/Mob No: |
| First Aid given?  Yes 🞏 No 🞏 | Details of First Aid: | |

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| **Witness Details** | |
| Any witnesses?  Yes 🞏 No 🞏 | Witness name and contact details: |
| Witness 1 |
| Witness 2 |
| Witness 3 |

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| **Parental Notification** | |
| Parents/Carers notified:  Yes 🞏 No 🞏 | When? Time & Date: |
| By Whom? Name & Contact details: |

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| **Follow up actions** | |
| Recommended follow action: |  |
| Club/County/Region Secretary informed?  Yes 🞏 No 🞏 | When? Time & Date: |
| By Whom? Name & Contact details: |
| Archery GB  Membership Services informed?  Yes 🞏 No 🞏 | When? Time & Date: |
| By Whom? Name & Contact details: |
| Have those involved returned to the sport  Yes 🞏 No 🞏 | If not, why not? |
| Is further action required to encourage them back into the sport? |

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| **Individual Completing the Form** | | | |
| Signature | Print Name | Position | Date |
| **Organisation Official (Committee Member)** | | | |
| Signature | Print Name | Position | Date |

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| Description: C:\Users\bobmcg (other work)\Desktop\M&D 11-12\Brand\Conversions\Policies\GNAS logo colour - use after 2011.jpg | Archery GB is the trading name of the Grand National Archery Society, a company limited by guarantee no. 1342150 Registered in England. |