

INCIDENT / ACCIDENT REPORTING FORM

Name of person in charge of the session / competition: _____

Site / venue where the incident or accident took place (including post code if possible) _____

Date and time of the incident / accident: _____

Name of the injured person: _____

Address of the injured person: _____

Nature and extent of the incident / accident: _____

Give details of how the incident / accident took place. Describe what activity was taking place e.g. training, game, getting changed etc: _____

Give full details of the action taken including any First Aid treatment and the name(s) of the First Aider(s):

Were any of the following people contacted?

Police:

Yes

No

Ambulance:

Yes

No

Parent/carer / guardian:

Yes

No

What happened to the injured person following the incident / accident? E.g. went home, went to hospital, carried on with session etc...) _____

Additional Information:

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

Data Protection.

Full details can be found in the Club's GDPR Policy.

The Club will use the information provided in this Incident / Accident Form (together with other information it obtains about the player) to administer his/her cricketing activity at the Club and in any activities in which he/she participates through the Club and to care for and supervise activities in which he/she is involved.

In some cases this may require the Club to disclose the information to County Boards, Leagues and to the England and Wales Cricket Board. In the event of a medical issue or child protection issue arising, the Club may disclose certain information to doctors or other medical specialists and/or to police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.

As the person completing this form, you must ensure that each person whose information you include in this form knows what will happen to their information and how it may be disclosed.

Signed:

Print Name:

Date:

Copies to:

In the event of an incident / accident occurring through insufficient training or faulty equipment / facilities, the follow up action taken should include the completion of a Risk Assessment.

Note that further copies of this form are available in club first aid kit and in the Clubmark file behind the bar.

On completion of this form please send it to the OD Cuaco CC Honorary Secretary who is responsible for maintaining the Accident book.