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| Sir Tom Finney Football Club  FA Charter Standard Club  **Incident/Accident Reporting Form** | | | | |  |
| All accidents/incidents should be recorded and completed forms should be forwarded to the STF FC Club Secretary **asap**. | | | | | |
| 1 | Site where accident took place  ………………………………………………………………………………….. |  | 8 | Give details of the action taken including any first aid treatment and the name(s) of the first-aider(s).  ………………………………………………………………………………… | |
| 2 | Name of person in charge of session/competition & contact tel/mobile no  …………………………………………………………………………………..  ………………………………………………………………………………….. |  |  | …………………………………………………………………………………  …………………………………………………………………………………  ………………………………………………………………………………… | |
| 3 | Full Name of Injured person  ………………………………………………………………………………….. |  | 9 | Were any of the following contacted  Police Yes □ No □ | |
| 4 | Address of Injured person  …………………………………………………………………………………..  …………………………………………………………………………………..  ………………………………………………………………………………….. |  | 10 | Ambulance Yes □ No □  Parent/Guardian Yes □ No □  What happened to the injured person after the accident? (eg. Went home, went to hospital, carried on with session) | |
| 5 | Date and Time of incident/accident  …………………………………………………………………………………..  ………………………………………………………………………………….. |  |  | …………………………………………………………………………………  …………………………………………………………………………………  ………………………………………………………………………………… | |
| 6 | Nature of accident/incident  …………………………………………………………………………………..  …………………………………………………………………………………..  ………………………………………………………………………………….. |  |  | …………………………………………………………………………………  …………………………………………………………………………………  All of the above facts are a true and accurate record of the incident/accident.  Signed: …………………………………………………………………… | |
| 7 | Give details of how precisely where the accident took place.  Describe what activity was taking place, eg. Training programme, getting changed, etc.  …………………………………………………………………………………..  …………………………………………………………………………………..  …………………………………………………………………………………..  …………………………………………………………………………………..  ………………………………………………………………………………….. |  |  | Name (Print): …………………………………….……………………  Date: ………………………………………………………………………  \*A brief email/text should also be made to the Chair ([pete@masonhouse.co.uk](mailto:pete@masonhouse.co.uk) Mobile: 07809901303) so that a follow up courtesy phone call can be made. | |

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