



Incident/Accident Reporting Form

It is essential that all accidents/incidents are recorded and completed forms forwarded to the TSTF FC Club Secretary asap.

This form and communication with the Club Secretary, Chair or Welfare Officer is the first point of contact for the FC Committee members to ascertain if or what further action is required – eg any help that can be offered by the FC, possible insurance claim in the future, possible Welfare or LFA or outside intervention. If in doubt, always ask.

***A brief email/text should also be made to the Chair (petemason7602@gmail.com Mobile: 07809901303) so that a follow up courtesy phone call from Chair can be made if necessary or in his absence the Vice Chair.**

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. Alert the First Aider who should take appropriate action for minor injuries.
4. In the event of an injury regarding specialist treatment, call the emergency services.
* You will need to know the full address and postcode of where you are..*
5. Deal with the rest of the group and ensure they are adequately supervised.
6. Do not move someone with major injuries. Wait for the emergency medics.
7. Contact the injured person's parent/guardian/named contact.
8. Complete an Accident Report Form asap – all accidents/incidents should be recorded and completed forms are required to be forwarded to the STF FC Club Secretary asap.

<u>ROLE</u>	<u>NAME</u>	<u>MOBILE</u>	<u>EMAIL</u>
Chairman & Club Secretary	Peter Mason	07809901303	petemason7602@gmail.com
Vice Chair/Coach	Laura Rushton	07717297831	lolski78@outlook.com
Treasurer	Michael Johnson	07865316309	registrations@sirtomfinneyfc.co.uk
Lead Welfare Officer	Kath Mason	07730570688	Kathmason5@sky.com