

Coalpit Heath Cricket Club

*Reformed 1960*

Churchleaze, Serridge Lane, Ram Hill, Coalpit Heath, Bristol. BS36 2TT. Tel 01454 772833

ACCIDENT / INCIDENT FORM

(This form must be completed for any accident / incident during a match or training session involving any youth player at CHCC or any away venue and for any user of CHCC premises)

Information of Individuals Involved

Name of person in charge of the session / competition:

|  |
| --- |
|  |

Site / venue where the incident / accident took place (try and include the postcode of the venue)

|  |
| --- |
|  |

Date and time of the incident / accident:

|  |
| --- |
|  |

Name & DOB of the injured person:

|  |
| --- |
|  |

Address of the injured person:

|  |
| --- |
|  |

Incident / Accident Report Form

Nature of the incident / accident and extent of the injury:

|  |
| --- |
|  |

Give details of how and precisely where 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? (please circle all that apply)

Police: Yes No

Ambulance: Yes No

Parent/carer/guardian: Yes No

Club Welfare Officer Yes No

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

|  |
| --- |
|  |

**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 and that all of the above facts are a true record of the above incident / accident**

Signed: Date:

Print Name:

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.

Copies to:

Helen Williams – Club Welfare Officer

Steve Gwinnell – Club Chairman

The Club welfare Officer must be verbally informed of any accidents / incidents involving youth players within 24 hours of the accident / incident.

The Club Chairman must be verbally informed of any accidents / incidents involving any players, members or guests within 24 hours of the accident / incident.

Follow-up Actions / Information

|  |
| --- |
|  |

|  |
| --- |
| Data Protection:  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. |