

Oxfordshire Hockey

Supporting hockey development across the county

Juniors

www.oxfordshirehockey.org.uk



Incident/Accident Report Form

This form should be used to report the following if they happen during a training session or match either home or away.

- Personal Injury to anyone (including spectators) as a result of the planned activity.
- Near misses with the potential to cause personal injury
- Property damage.
- Dangerous occurrences
- Ill health or sickness

1. Site where incident/accident took place:

2. Name of person in charge of session/competition:

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3. Name of injured person:

4. Address of injured person:

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5. Date and time of incident/accident:

6. Nature of incident/accident:

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7. Give details of how and precisely where the incident/accident took place.
Describe what activity was taking place, eg training game, getting changed, etc.

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8. Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):

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9. Were any of the following contacted:

Police: Yes No
Ambulance: Yes No
Parent/guardian: Yes No

10. What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session)

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.....

11. Name and Address of any witness(es). A witness statement is required for more serious incidents and injuries (see below)

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12. All of the above facts are a true and accurate record of the incident/accident.

SIGNED: DATE:

Name:

Notes for Guidance

This form should be completed as soon as possible after the incident or near miss and forwarded promptly to the Youth Secretary: Nick Malden, 179 Godstow Road, Wolvercote, Oxford OX2 8PG.

Urgent Reporting

For the following urgent categories, a report must initially be made by telephone to Nick Malden on 07889 693030 as well as completing this form. At least one witness statement must also be taken where the witness describes exactly what they saw happen.

- Death
- Loss of consciousness
- Requires resuscitation
- Fracture or suspected fracture
- Dislocation
- Amputation
- Loss of sight or penetrative injury to the eye
- Any injury that is likely to cause admittance to hospital for 24 hours or more

Confidentiality of Information

Personal details will not be disclosed to any third party without the consent of the injured person except as required for reports to the enforcement authority or the Club insurers in connection with any subsequent claim or any statutory enquiry.