



WALSALL TENNIS CLUB
(formerly BIRMINGHAM ROAD LAWN TENNIS CLUB)

Club grounds at the rear of "Travelodge" Hotel, Birmingham Road, Walsall

www.walsalltennis.co.uk



President: Mrs M. Sanders

Secretary: Mr Rick Magnante, 12, Scott Road, Walsall, WS5 3PU.

Telephone: 01922 645130

INCIDENT/ACCIDENT REPORT FORM

Please complete and return this form to: MR. DAVID FIELDHOUSE, 20 Scott Road, Walsall WS5 3JN

Name of person in charge of session/competition:		
Site where incident/accident took place:		
Date of incident/accident:		
Name of injured person:		
Address of injured person:		
Nature of incident/injury and extent of injury:		
Give details of how and precisely where the incident occurred:		
Describe what activity was taking place, e.g. training/game/getting changed:		
Give full details of action taken during any first aid treatment and the name(s) of first aider(s) :		
Were any of the following contacted?	<i>Please circle</i>	
Parent(s)/carer(s)	Yes	No
Police	Yes	No
Ambulance	Yes	No
What happened to the injured person following the incident/accident? e.g. carried on with session, went home, went to hospital:		

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

Signed:

Print Name:

Date:

In the event of an incident/accident relating to training or faulty equipment/facilities, follow up action should include completion of the relevant risk assessment form. [Refer to resources 3.4.5 – Risk assessment form for facilities; and 3.4.6 – Risk assessment form for coaches.]
 (3.4.4 July 2010)