



Incident Report Form

Please complete this form to report any accident involving injury requiring outside assistance or any form of damage to property on or off the water.

Minor cuts and bruises requiring a simple plaster need only be noted in the diary kept in the top drawer of the changing area desk.

This form should be completed by the Senior Instructor or appointed Decision Maker with input from all those persons involved. All involved should sign to show they agree with the statement.

Once the form has been completed it should be immediately passed to the Training Centre Principal or the Club Commodore.

Full Name	
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The full name of the person completing the form.

Form Date & Time	
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The date and time the form was completed.

Incident Date & Time	
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The date and time the incident happened.

Incident Description

Accurately write out the full details of the incident. Include what happened and what assistance was provided.

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If required continue the description on the back of the paper.

Activity and Conditions

Offer details of the activity which was taking place and details of the weather and water conditions.

If required continue the description on the back of the paper.

Who

Who was involved in the incident.

Name	Role

Include a list of people involved and their role in the incident, whether they were directly involved or witnessed part or all of the incident.

Failings

Are there any obvious failing in club procedure or equipment which led to the incident that should be immediately acted upon.

If required continue the description on the back of the paper.

Signatures

All persons involved should read the completed form and then sign below to approve that the details of the incident have been recorded correctly as they witnessed it.