



Phoenix Football Academy

Telephone

07818-455895

E Mail Address

info@phoenixfootballacademy.com

Accident and Incident Report Form

An accident is an unplanned event that results in an injury or could have resulted in an injury or results in damage to equipment or property OR harm to the environment. Anyone can complete an accident/incident report form. Once completed the form should be sent via email to ady@phoenixfootballacademy.com or 1st Class post to the Office address below.

Confidentiality - This form will be held securely by Phoenix Football Academy for the purpose of monitoring health and safety and will only be disclosed to persons or organisations able to demonstrate a legal right to the data therein.

Details of person completing this report.

Full name.....
Position.....
Venue Name.....
Venue Address & postcode.....
Your Contact Number.....
Signature..... Date.....

Details of accident/incident

What happened. Give cause (how and why) if known.....
.....
.....
.....

When it happened: date..... time.....

Where it happened.....

Visit us at www.phoenixfootballacademy.com

Phoenix Football Academy
5 Fieldway
Winnersh
Berkshire
RG41 5TH

Details of any persons injured

Full name.....

Nature of injury.....

.....

.....

Treatment given.....

Treatment given by.....

Taken to hospital - yes/no

If yes, which hospital and how taken.....

.....

For completion by the Phoenix Football Academy Health and Safety Officer

Accident/Incident investigated - yes/no

Written investigation report necessary - yes/no

Written investigation report completed -yes/no

Further Action Required.....

Witness details, statements, etc - continue report overleaf if necessary.

Investigator's guide

In order to determine the cause of the accident or incident, it may be appropriate to interview parties who were involved. First think about the questions you ultimately want to answer, for example:

- a) Was a safe work procedure used?
- b) If there were safe working procedures were they up to date?
- c) If there were safe working procedures and instructions, were they realistic, accurate and adequate?
- d) If there were safe working procedures, etc were they readily available to those carrying out the work?
- e) If there were safe working procedures, were they enforced/monitored/supervised?
- f) Were training needs for the activity identified?
- g) Was any required Personal Protective Equipment available for use and used?
- h) Had conditions changed to make the normal procedure unsafe?
- i) Were the appropriate tools and materials available?
- j) Were safety devices working properly?
- k) Were the correct materials/substances being used?