



Newcastle Vikings Handball Club

Accident / Incident (Near Miss) Report Form

Date / Time of event:		Location:		
Type of event:	<input type="checkbox"/> Injury	<input type="checkbox"/> Ill Health	<input type="checkbox"/> Incident (near miss)	<input type="checkbox"/> Damage to property only
Harm (or potential for harm):	<input type="checkbox"/> Fatality	<input type="checkbox"/> The casualty needed to go straight to a hospital	<input type="checkbox"/> Time off work as a result of the accident	<input type="checkbox"/> First Aid only
Details of Person involved in event:	Name:			
	Date of Birth: unknown			
	Job Title (if employee) or (state if member of the club, public, volunteer, placement, contractor/consultant etc):			
	Contact number:			
Full address including post code:				
Details of what happened and emergency action taken: -				
<p>Has this type of accident/incident happened before? If Yes were the recommendations carried out to prevent reoccurrence and what were they.</p> <p>Any other conditions which may have influenced the accident/incident:</p>				
Confirm that the following were in place before the activity took place	<input type="checkbox"/> Risk Assessment for the activity that resulted in the event <input type="checkbox"/> Training/Equipment Talk/Activity Talk had been delivered.			

Details of witness(es), if any: (name, position, contact number etc)			
Name and contact telephone number of person reporting this accident/incident:			
RIDDOR reportable:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date / Time reported:	
The next section is to be completed by the Welfare Officer:			
Brief recommendation for remedial action to prevent a recurrence.			
Investigation level Required:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Minimal		
<p>I concur with the description of the event as described and will ensure that the necessary remedial actions are carried out.</p> <p>Welfare Officer name:</p> <p>Date:</p> <p>Signature:</p>			

Return form to Chair Person in the club.