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| Coach / Leader in Attendance: |  |
| Event Details: |  |
| Person Involved Name: |  |
| Person Involved Appropriate Contact Details: |  |

|  |  |
| --- | --- |
| **Incident Details** | |
| Form completed by: |  |
| Location and Date of Incident: |  |
| Time of Incident |  |
| Reported by: |  |
| Reported when: |  |
| First Aid Involved: | 🞎 YES / NO |
| Emergency Services Involved: | 🞎 YES / NO |
| Parents Present: | 🞎 YES / NO |
| If not Present, When Informed & By Whom: |  |
| Referred to Safeguarding Officer or CI: | 🞎 YES / NO |
| Further Action Required | 🞎 YES / NO |

|  |  |
| --- | --- |
| **Sign-off** | |
| Signature of Club Officer |  |

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| **Details** |
| How accident happened. Describe what activity was taking place, for example training/ride/race/getting changed. |

|  |  |
| --- | --- |
| **Witnesses** | |
| Name and  Contact Details |  |
| Name and  Contact Details |  |