

## What to do in the event of an accident or near-miss



**CHORLEY ATHLETIC  
& TRIATHLON CLUB**  
run : jump : throw : bike : swim : walk : fun



### Definitions for the purpose of reporting

- Accident: An event that results on injury or ill health
- Near miss: an event not causing harm, but has the potential to cause injury or ill health
- Hazard - is a dangerous situation or object, which has the potential to cause harm

The information that you provide will help to prevent future occurrences of similar incidents and also provide an overview of the type and frequency of accidents when they do occur.

Compiling our accident/incident information in this way is useful for many reasons and most significantly helps us to identify any specific issues or trends with regards to accidents and injuries.

To report an accident, incident or near miss, complete the form below.

Note: If an accident has resulted in serious injury, or a hazard is so serious that it could result in an accident in the immediate future, it is important that these facts are reported immediately.

Please complete the form below.

### Personal details

#### Injured person

Surname	<input type="text"/>	
Forenames	<input type="text"/>	
Age	<input type="text"/>	
Status	<input type="checkbox"/> Athlete	
	<input type="checkbox"/> Official	
	<input type="checkbox"/> Spectator	
Club	<input type="text" value="Chorley Athletic &amp; Triathlon Club - Juniors"/>	
Address	<input type="text"/>	
Post Code	<input type="text"/>	
Telephone	<input type="text"/>	Mob: <input type="text"/>

### Accident / injury details

Nature of Injury	<input type="text"/>
Was first aid given?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Name of first aider

Was the injured party taken  
from the site to hospital?

Yes

No

Venue information

Meeting / training venue

Address

Post code

Competition

Yes

No

Training

Yes

No

Date

Time

Weather

Site of accident

Reported by

Date

Signed

.....	Print name .....
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