



GUILDFORD CRICKET CLUB

The Sports Ground, Woodbridge Road, Guildford, Surrey, GU1 4RP
www.guildfordcc.com

ACCIDENT OR INCIDENT REPORT FORM

Use this Form to report an Accident or Incident (including any matter where you have a Safeguarding concern)

Submit the Form as soon as possible to the Club contacts listed at the end of this Form. Keep any contemporaneous notes you make at the time of the Accident or Incident and any photos you take. You may be asked to produce those later.

Basic information

Date of Accident or Incident	
Time	
Where did it happen?	
Name of person making the Report and contact details	
Name of person(s) affected and contact details	
Age of person(s) affected	
Member or non-member of Guildford CC?	
Description of the Accident or Incident	
Were there any witnesses?	
Names and contact details of any witnesses	
Were any of the following contacted – parent/carer/guardian, ambulance, police?	

Accidents

List any person(s) injured and describe their injuries)	
List any immediate actions taken (for instance First Aid)	
If First Aid administered, by whom?	
Was medical assistance called (for instance ambulance)?	

Was anyone hospitalised? Provide details.	
List any follow up action taken (for instance concussion protocol, medical check-up or notifying health professionals)	
Incidents (for example involving damage to or theft of property, or behaviour other than an accident)	
List any person(s) affected	
List any immediate actions taken	
List any follow up action taken	
Incident where you have a Safeguarding concern	
Was the Club's Safeguarding Officer informed, if so, by whom?	
Date and time the Safeguarding Officer was informed?	
Immediate action taken to ensure safety?	
Was external assistance sought (police, social services)? If so, provide details.	
Additional comments	
Any additional information or comments?	
Form completed by	
Name (please print)	
Position/role (for instance team captain, coach, age-group manager)	
Signature	
Date	
<p>Data Protection and Confidentiality. Guildford Cricket Club ("the Club") may use the information provided in this Report Form (together with other information it obtains about the person(s) affected) to manage the Club's activities properly and to exercise appropriate care. In some cases this may require the Club to disclose information to County Boards, Leagues and to the England and Wales Cricket Board. In the event of a medical issue or child safeguarding issue arising, the Club may disclose information to doctors or other medical specialists and/or to police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers.</p>	

SUBMIT THIS REPORT FORM TO:	
Accident or Incident	Incident where you have a Safeguarding concern
Guildford Cricket Club Chairman James Geffen jamesgeffen@btopenworld.com Mobile 07768 402952	Guildford Cricket Club Safeguarding Officer Benu Datta Benu.gcc@gmail.com Mobile 07917 233288