

# **Accident / Incident Report Log**

Web Version

British TaeKwon Do Council



# Accident / Incident Record Log

**Club:**

**Date Started:**

**Date Finished:**

**Instructors Signature:**

Web Version

# British TaeKwon Do Council Accident / Incident Book

The British Taekwon-Do Council (BTC) insurance cover, which is part of the fee for all member organisations is for personal accident cover. In order for your clubs to comply with the requirements of our insurers, we have produced this Accident / Incident Book and the following guidelines.

- **Every time there is an incident at your club, where someone is injured you MUST record the details in the Accident / Incident Book.**
- **Incidents must be recorded which occur at any organised activity whether a grading, training or social event arranged by the club.**
- **An incident might also include accusations made against the instructor or administrator for example, whose actions may subsequently lead to threat of legal action.**
- **All incidents / accidents must be recorded, however innocuous they may appear at the time.**
- **Serious incidents which in your opinion could possible give rise to a threat of legal action must be reported as soon as possible to your organisations head office:**
- **If you are in any doubt at all as to the seriousness of the incident, contact head office anyway.**
- **The British TaeKwon Do Council's Accident / Incident Book should be kept indefinitely. Further copies may be obtained from your head office or direct from the BTC.**
- **If the accident book is not available at the scene of the incident, ensure that a responsible person takes down the relevant details and make sure these are recorded in the book as soon as possible thereafter. It is acknowledged that the club accident book may not be available at every club activity.**
- **It may not necessarily be the same person completing the accident / incident book, but each club should have a nominated person who keeps the book.**

# Accident / Incident Record

Care should be taken to include as much detail as possible

## ACCIDENT / INCIDENT

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Circumstances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has blame been apportioned? YES / NO

If yes by whom and in what circumstances:

(NOTE it is not the responsibility of the club to make further enquires with a view to apportioning blame)

Please outline any implied or actual legal action arising out of the incident

## DETAILS OF INJURED PERSON

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Age: \_\_\_\_\_

Tel: \_\_\_\_\_

Occupation: \_\_\_\_\_

## WITNESS (If available)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## DETAILS OF PROPERTY DAMAGE

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Full details of damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ANY ADDITIONAL INFORMATION

Further comments / opinion (additional sheets should be attached if required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If appropriate please use this space for a diagram of the incident

## Details of person completing the accident book

Name: \_\_\_\_\_

Position in Club: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Address: \_\_\_\_\_  
\_\_\_\_\_

Age: \_\_\_\_\_

Tel: \_\_\_\_\_

Occupation: \_\_\_\_\_

## WITNESS (If available)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
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Address: \_\_\_\_\_  
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Name: \_\_\_\_\_

Address: \_\_\_\_\_  
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\_\_\_\_\_

Tel: \_\_\_\_\_

Full details of damage: \_\_\_\_\_  
\_\_\_\_\_  
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Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
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Address: \_\_\_\_\_  
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Address: \_\_\_\_\_  
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Name: \_\_\_\_\_

Address: \_\_\_\_\_  
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Address: \_\_\_\_\_  
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Address: \_\_\_\_\_  
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Tel: \_\_\_\_\_

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\_\_\_\_\_

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Name: \_\_\_\_\_

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Age: \_\_\_\_\_

Tel: \_\_\_\_\_

Occupation: \_\_\_\_\_

## WITNESS (If available)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
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Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## DETAILS OF PROPERTY DAMAGE

Name: .....

Address: .....

Tel: .....

Full details of damage: .....

## ANY ADDITIONAL INFORMATION

Further comments / opinion (additional sheets should be attached if required)

If appropriate please use this space for a diagram of the incident

## Details of person completing the accident book

Name: .....

Position in Club: .....

Address: .....

Tel: .....

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## DETAILS OF INJURED PERSON

Name: .....

Address: .....

Age: ..... Tel: .....

Occupation: .....

## WITNESS (If available)

Name: ..... Name: .....

Address: ..... Address: .....

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## DETAILS OF PROPERTY DAMAGE

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Full details of damage: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

## ANY ADDITIONAL INFORMATION

Further comments / opinion (additional sheets should be attached if required)

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\_\_\_\_\_  
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Name: \_\_\_\_\_

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## WITNESS (If available)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
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## DETAILS OF PROPERTY DAMAGE

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
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Tel: \_\_\_\_\_

Full details of damage: \_\_\_\_\_  
\_\_\_\_\_  
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