



# NOPEAP Annex A Incident Reporting Form



<b>Version Date: Dec 2017</b>	<b>Reissue Date: Dec 2018</b>
<b>Owner(s):</b>	<b>Health &amp; Safety Officer</b>
<b>Statement:</b>	To be completed in accordance with Bath Dolphin SC Normal Operating Procedures and Emergency Action Plan. To be completed at the earliest opportunity following an incident and given to the Club Health & Safety Officer.
<b>1. Date &amp; Time</b>	
<b>2. Venue/Pool</b>	
<b>3. Name(s) of Teachers/Coaches</b>	
<b>4. Name(s) of Swimmers Affected</b>	
<b>5. Witness Name(s) &amp; Contact Details (not a Teacher/Coach)</b>	
<b>6. Description of incident/injury</b>	
<b>7. Circumstances leading up to the incident</b>	
<b>8. Details of Actions Taken</b>	
<b>9. Details of Aftercare (e.g. ambulance, first aid administered)</b>	
<b>Teacher/Coach Signature &amp; Date</b>	

*Continue On Separate Sheet Of Paper If Required*