



General Incident Report Form

It is the **responsibility of the Event Secretary** to ensure this report is completed

The **Event Secretary MUST ensure** that a copy of this report is forwarded as **QUICKLY AS POSSIBLE** to both the District Council Secretary and accident.reporting@cyclingt看trials.org.uk In cases where all the information is not immediately to hand, complete the details known and send this information The other details can be forwarded later **All sections of this form should be completed as fully as possible**

The purpose of this form is for the recording of all non-race related incidents/accidents/injury or damage to property that may occur during the course of the entire event. **PLEASE DO NOT USE THIS FORM TO REPORT ACCIDENTS PERTAINING TO THE ACTUAL RACE. ** DELETE NOT APPLICABLE**

Details of the Event

Name of event associated with accident:		
District Council controlling the event:		** Type of Event: Club/Open
Date of Event:	Course Key Number:	
Event Secretary	Name:	Email:
Address:		
Telephone Number	Mobile:	Other:

Details Of Person Involved

Title:	Forename:	Surname:
Email:	Mobile:	Other:
Address		

Description Of Accident/Incident

Location:	Date:	Time
In As Much Details As Possible, Describe What Caused The Incident/Accident/Injury/Damage To Property And Any Injuries Sustained		

Was First Aid Provided At The Scene? **Yes/No	If YES, Who Administered the First Aid?
Please Describe the First Aid Administered:	
Was Hospital Treatment Necessary? **Yes/No	If YES, Name of Hospital/Physician, Date and Time of Visit
Please Describe Hospital Treatment Required:	

Was the Incident/Accident/Damage Reported to Anyone? ** Yes/No (If YES Please Provide their Details Below)		
Name:	Mobile:	Other:
Address:		

If NO, Explain Why You Chose Not To Report:

Witnessess

Were There Any Witnesses To The Incident ** Yes/No (If YES Please Provide their Details Below)		
Title:	Forename:	Surname:
Address		
Email:	Mobile:	Other:

Title:	Forename:	Surname:
Address		
Email:	Mobile:	Other:

Report Submitted By

Name:	Signature:	Date:
-------	------------	-------