



## Accident Report Form

**You need to complete this form if any one suffers a personal injury or loss at your venue. The person who completes the form must be the event organiser or a venue representative NOT the person suffering the loss or injury.**

<b>Event Name</b>	
<b>Event date</b>	
<b>INJURED PERSON DETAILS</b>	
Name	
Address	
Post code	
Tel No	
Mobile	
Date of birth	
<p>How are they connected to the venue?          Employee    Volunteer    Exhibitor    Contractor    Member of the Public          Other (please specify)</p>	
<b>DATE AND TIME OF ACCIDENT/LOSS</b>	
Date & time reported	
Person reported to	
<p>Do you have an Accident Book? YES/NO          Is this incident recorded in it? YES/NO</p>	
<b>DETAILS OF INJURY/LOSS</b>	
Specify injury details eg left or right side etc, and/or loss or damage	

<b>DETAILS OF ACTION TAKEN/FIRST AID GIVEN</b>	
Assisted by event representative	
First aid administered by	
Ambulance called    YES    NO	Taken to Hospital    YES    NO
Name and address of hospital	
Taken home            YES    NO	
<b>CIRCUMSTANCES OF ACCIDENT AND LOCATION OF ACCIDENT</b>	
<b>NAME, ADDRESS, TEL NO OF WITNESSES</b>	
<b>PERSON COMPLETING THIS FORM</b>	
Name	
Address	
Post Code	
Tel No /Mobile	
Signature	

This guidance sheet is to provide general guidance only. It does not constitute legal advice and it should not be seen as a complete or authoritative statement of the law. It is the responsibility of village venue trustees or event organisers to ensure that they fully comply with the law. The Council is not responsible for the content of external websites referred to in any of these guidance sheets.