



## Incident and Accident Report Form

**Please email a copy of this form upon completion addressed to RBBC H&S Officer at [info@richmondbridgeboatclub.org](mailto:info@richmondbridgeboatclub.org)**

Name of person(s) reporting incident.	
Contact telephone no and email of reporting person.	
Name of cox or person in charge of the event.	
Name of injured person(s)	
Contact tel no and email of injured person(s) if known	
Time, date and location of the incident/accident.	
Brief description of incident/accident including if any first aid treatment administered (by whom)	
Which emergency services were contacted to assist during the incident.	
Please give detailed description of the incident/accident that took place including description of activity, weather and river conditions (if applicable), how many people involved, who and any witnesses	
Please advise what happened following accident/incident, i.e. persons sent to hospital, went home, session cancelled or resumed.	
All of the above statement is a true and accurate record of the incident/accident.	
NAME:	
DATE:	