



HOLLYWOOD BAPTIST CHURCH

Form 7

Accident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the leader what follow up action is necessary and then **the form should be passed to the Church Secretary**, where the form will be retained confidentially by the church in accordance with the Data Protection Act 2018 and the church Records Management Policy. You can find out more on how we manage personal information in our privacy statement at

www.hollywoodbaptist.org.uk/User/PrivacyPolicy.aspx

Incident Date _____ Time _____ am/pm Location _____

Details of those involved

Name	Age	Address

Name of church _____

Name of your group _____

Who is normally responsible for the group? (name, address and telephone no.)

Who was responsible for the group at the time of the incident, if different from above? (name, address and telephone no.)

What other workers were supervising the group at the time of the incident?

Name	Address	Telephone No.

What witnessed the incident? Normally only two witnesses would be needed.

Name	Address	Telephone No.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)



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Have you retained any defective equipment?

Yes No None involved (Please tick)

If so, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site/premises still safe for your group to use?

Yes No (Please tick)

Is the equipment still safe for your group to use?

Yes No (Please tick)

Who else do you need to inform? _____

Have they been informed?

Yes No (Please tick)

If so, when and by whom? _____

Signature of person in charge of the group at the time of accident/incident

Signed _____ Date _____

Print Name _____

A photocopy of this form should be kept securely in the church. We will not share your information with third parties, and your information will be held in accordance with our records management policy. For full details of Hollywood Baptist Church's privacy policy, see: www.hollywoodbaptist.org.uk/User/PrivacyPolicy.aspx