



# Phoenix Football Academy Tours Ltd

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## Accident and Incident Report Form

An accident is an unplanned event that results in an injury or could have resulted in an injury or results in damage to equipment or property OR harm to the environment. Anyone can complete an accident/incident report form. Once completed the form should be sent via email to [tours@phoenixfootballacademy.com](mailto:tours@phoenixfootballacademy.com) or 1<sup>st</sup> Class post to the Office address below.

**Confidentiality** - This form will be held securely by Phoenix Football Academy Tours Ltd for the purpose of monitoring health and safety and will only be disclosed to persons or organisations able to demonstrate a legal right to the data therein.

### Details of person completing this report

Full name.....  
Position.....  
Contact Number.....  
Signature.....  
Date.....

### Details of accident/incident

Venue .....  
Venue Address & postcode.....

What happened. Give cause (how and why) if known.....  
.....  
.....  
.....

When it happened:

Date.....

Time.....



**Details of any persons injured**

Full name.....

Nature of injury.....

.....

.....

Treatment given.....

Treatment given by.....

Taken to hospital - YES / NO (please circle)

If yes, which hospital and how taken.....



***For completion by the Phoenix Football Academy Tours Ltd Health and Safety Officer***

*Accident/Incident investigated - yes/no*

*Written investigation report necessary - yes/no*

*Written investigation report completed -yes/no*

*Further Action Required.....*

***Signed on behalf of Phoenix Football Academy Tours Ltd .....***

***Date.....***