



# Phoenix Football Academy Tours Ltd

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## **Accident and Incident Follow Up 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 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.

**Witness details, statements, etc –**

continue report overleaf if necessary.

## **Investigator's guide**

In order to determine the cause of the accident or incident, it may be appropriate to interview parties who were involved. First think about the questions you ultimately want to answer, for example:

- a) Was a safe work procedure used?
- b) If there were safe working procedures were, they up to date?
- c) If there were safe working procedures and instructions, were they realistic, accurate and adequate?
- d) If there were safe working procedures, etc were they readily available to those carrying out the work?
- e) If there were safe working procedures, were they enforced/monitored/supervised?
- f) Were training needs for the activity identified?
- g) Was any required Personal Protective Equipment available for use and used?
- h) Had conditions changed to make the normal procedure unsafe?
- i) Were the appropriate tools and materials available?
- j) Were safety devices working properly?
- k) Were the correct materials/substances being used?