

NTU Sport Accident & Near Miss Report Form

NOTTINGHAM
TRENT UNIVERSITY

Sports

Complete fully ASAP after the incident and return to:

Claire Moore – NTU, Lee Westwood Sports Centre, Clifton Campus, Nottingham. NG11 8NS

Trip, Event, or Activity: _____

Date of Accident / Incident: ____/____/____ Time: _____

Exact Location: _____

Description of Accident / Incident / Near Miss

Describe what happened including what the injured person was doing at the time:

Describe factors affecting the accident (weather, local conditions, equipment etc)

Full Name and contact no. of witnesses:

(Attach additional sheets if necessary)

Details of Person Injured

Full Name: _____

Username (e.g. N0123456): _____

Contact No: _____ Male / Female

Job Title/Course: _____

Full Address: _____

Post Code _____ Age: _____

Fracture	<input type="checkbox"/>	Head	<input type="checkbox"/>
Cut	<input type="checkbox"/>	Back	<input type="checkbox"/>
Laceration	<input type="checkbox"/>	Arm	<input type="checkbox"/>
Bruise	<input type="checkbox"/>	Hand	<input type="checkbox"/>
Sprain	<input type="checkbox"/>	Leg	<input type="checkbox"/>
Burn	<input type="checkbox"/>	Foot	<input type="checkbox"/>
Scald	<input type="checkbox"/>	Torso	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Left Right _____ (please specify)
No Injury

Injured Persons Signature

Action Taken

Describe what happened after the Injury / Accident / Near Miss (incl. any treatment, whether they went to hospital, any advice given by the first aider, etc.):

First Aid Given by: _____ Contact no.: _____

Recommendations

Could the accident have been avoided?

What actions can be taken to minimise the risk of such an accident happening again?

Was the accident dealt with quickly and effectively?

Can any action be taken to improve emergency procedures?

Signed (Activity Leader) _____ Contact No. _____

Sport and Fitness Facilities Manager _____

Director of Sport _____

DATA PROTECTION: Nottingham Trent Student Union & Nottingham Trent University are registered under the terms of the Data Protection Act 1998 to enable them to hold and process personal data for the purposes of ensuring and monitoring health & safety. The data supplied on this form will be kept secure and accurate and will only be disclosed to people who have a need to know in accordance with the registration under the act.