

<b>Section 1: Event Details</b> Name of Event: Location: Date:	
<b>Section 2: Details of Injured/Affected Person</b> Name: Address:  Post Code: Telephone Number: E-mail Address: Club: Membership Number:	<i>Details of Parent/Guardian if Injured/Affected Person is Under the Age of 18</i> Name of Parent/Guardian:  Address:  Post Code: Telephone Number: E-mail Address:
<b>Section 3: Incident Details</b> Time of Incident: Description of Incident:	
<b>Section 4: Actions Taken</b>	
<b>Section 5: Witness Details</b> Name: Address: Post Code: Telephone Number: E-mail Address: Club: Membership Number:	Name: Address: Post Code: Telephone Number: E-mail Address: Club: Membership Number:
Report Completed by:	Date:

## Guidance

This form should be completed in respect of any accident/incident that is reported to any official/Safety Officer at an open water swimming event falling within the following criteria;

- Cuts bruises or accidents including cuts or bruised that require treatment by safety crews, onshore first aid personnel, doctors.
- Case of hypothermia that requires medical treatment beyond adding extra clothes/blankets or taking a warm shower.
- Illness that requires medical intervention by first aid personnel, or doctors.
- Competitors reporting any injury or illnesses that the Safety Officer deems makes them unfit to take part in the event. The event Chief Referee should be informed of this.

Reports are not required for the following:

- Swimmers who withdraw or are removed from event due to exhaustion or cold, but who do not need further medical attention.
- Swimmers or other persons attending the event who are injured or become ill as a result of incidents that occurred prior to them arriving at the venue.

Near Miss Report:

- Situations where, under slightly different circumstances, an incident could have resulted in harm to someone attending the event, should be recorded in the Safety Officer's section of the event report form.

### Distribution of Report:

Copies of this report should be issued to:

The person who received medical attention or their parent/guardian

The organiser of the event

The event Safety Officer