

Dundee Korfball Club

INCIDENT REPORT FORM

Date of incident	
Type of incident	
Name of person completing this form	
Signature of person completing this form	
Names and contact details of individuals involved in incident	
Description of incident and injury (if any) – give as much detail as possible and continue on separate sheet if necessary	
Cause of incident – give as much detail as possible	
Action taken. Give as much detail as possible, including names of people taking action(s).	

Incident follow-up:

1. Has the cause of the incident been investigated?	Yes/No
2. Was the incident due to insufficient training? If Yes, has appropriate training now been given or arranged?	Yes/No Yes/No
3. Was faulty equipment of facilities to blame? If yes, have steps now been taken to rectify the situation?	Yes/No Yes/No
4. How likely is it that a similar incident will occur again?	

What action have you taken to prevent this type of incident occurring again?

Relevant contact names, addresses and contact details:	

For DKC use

Date form received:

Received by:

Position: