

## **ANNEX E TO CLUB HEALTH & SAFETY MANAGEMENT PLAN**

### **ACCIDENT AND NEAR MISS REPORT FORM**

**Date:**

**Name of injured or persons involved in a near miss:**

**Activity being undertaken at time of accident or near miss:**

**Nature of injury or near miss:**

**Cause of injury or near miss:**

**Names of others involved:**

**Immediate action taken:**

**Outcome:**

**Name & signature of reporter:**

**Committee follow-up:**

1 The Club records all accidents and 'near misses' (a near miss is an accident that didn't quite happen through intervention or 'good luck') in an Accident & Near Miss Book which is kept in the Clubhouse. Any Club member can record details of an accident or near miss. The Committee reviews the Accident & Near Miss Book at its meetings and decides what follow-up action, if any, is required. The Committee wishes to instil a culture where we learn from our mistakes rather than imply blame.

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