

British Aikido Association Health and Safety Accident/incident report form

A Details of Reporting Person

BAA M/ship No.:	Valid from:	To:		BAA Certificate No.:			
Full name:				l			
Address:							
Telephone – Daytime:		Evening:					
Email:	_						
B Accident/incident deta	ils						
Date of accident/incident:			Time:				
Event and location:							
Coach/referee in charge at time or	f incident:						
C Describe how the accid	C Describe how the accident/incident occurred and the circumstances						
D Details of injured party/parties (please use additional sheet if required)							
BAA M/ship No.:	Valid from:	To:		BAA Certificate No.:			
Full name:							
Date of birth (if injury):		Occupat	Occupation (if injury):				
Address:							
Telephone – Daytime:		Evening:					
Email:							
Status (e.g. bystander, visitor, participating student):							
If you are a member of any other Association, in addition to the BAA, please quote full name:							



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E	Details of injury				
F	Details of property damag	ge			
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іт уе	s' state by whom and in wh	nat circumstances			
Н	In your opinion, who is re	sponsible for the incident?			
I	Please outline any implie	d or actual threat of legal action a	arising out of the incident		
J	Witnesses (if available) P	lease give names, addresses and t	elephone numbers		
1		2	3		



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K	K In your opinion, what were the root causes of this occurrence? These may relate to methods and practices, conditions, personal factors.						
L	In your opinion, what could be done to prevent a recurrence?	•					
M	Have any relevant risk assessments been reviewed or instiga	ted?	YES	NO			
N	Declarations						
(a)	Insured member (as Section A – reporting person):						
		Date:					
	ion in club/Association (e.g. coach/referee/organiser):						
(b)	Injured party (as Section D):						
		Date:					
(c)	BAA (General Secretary):						
Is the	injured party a current Association member?		Yes	No			
	ne accident take place whilst participating in insured activity?	0	Yes	No			
-	ou confirm all the above information is correct to the best of your knowledge answers are stated as 'no', please explain	9 (Yes	No			
		Date:					
	A office use only here any Association-wide implications?		Yes	No			
Reco	ommended action:						

Date information forwarded to the BAA: