



**HERTFORD SWIMMING CLUB**  
(Affiliated to SE Hertfordshire and SE East Region)  
[www.hertfordsc.co.uk](http://www.hertfordsc.co.uk)

**INCIDENT REPORT PROMPT CARD**

Information to collect following an accident, child protection issue, property damage or other reportable incident:

- **Details of incident or accident:** Place, date, time, circumstances.
- **Comments** including implied or actual threats of legal action.
- **Details of injured person:** Name, age, address, contact details.
- **Details of witnesses to incident:** Name, age, address, contact details.
- **Details of damage to property** (if any).
- **Child Protection Issue:** Report to Club Welfare officer.
- **Action Taken:** eg first aid, recorded in facility incident book.

**Details must be forwarded immediately to the Club incident log holder.**

e-mail: [incidentlog@hertfordsc.co.uk](mailto:incidentlog@hertfordsc.co.uk)