









About Accident and Incident Report Forms

What is...An Accident and Incident Report Form?




An Accident and Incident Report Form records the details of any accident or incident that occurs during youth theatre time.

Why use... An Accident and Incident Report Form?

An Accident and Incident Report Form allows the youth theatre to:

-  Record accidents and incidents that happen in youth theatre time;
-  Identify weaknesses in current policies and procedures;
-  Put in place procedures to prevent similar or more serious accidents/incidents occurring in the future;
-  Record information that may be needed in the event of an insurance claim
-  Illustrate to relevant parties (parents, employer etc.) that appropriate action was taken.
-  Record the details of those present at time of the incident in case of further inquiry.

Using and storing the information on an Accident and Incident Report Form

-  If there is not a form to hand, ensure that a responsible adult takes down the relevant details and transfers them to a report form or book as soon as possible.
-  Every incident/accident should be recorded.
-  An accident and incident report form should be kept for the period in which a claim may ensue. The length of time that legal action may be taken by law is called the 'Statue of Limitations'. A solicitor would be able to advise.