



INCIDENT REPORT FORM



Octavian Droobers Event/Activity:

Location:..... BOF ER No.:

Date: Approx. Time of Incident:

PERSONAL INJURY

Nature of Injury:

Treatment Given:

Name of Injured Person(s):

BOF No. Age Class:

Address:

Tel No: Occupation:

Circumstances / Further Information:

.....

.....

PROPERTY DAMAGE

Details of Damage:.....

.....

Name of Owner (if known):

Address:

Tel No: BOF No.:

Circumstances / Further Information:

.....

WITNESSES or PEOPLE REPORTING INJURY or DAMAGE

Name:

Address:.....

..... Tel. No:

Name:

Address:.....

..... Tel. No:

continued over:

Has the incident been reported to the police?.....

Details of Officer/Station:

Was the injured person taken to hospital?

Hospital Name and Location:

Please outline any implied or actual threat of legal action:

.....

Who in your view is responsible for the incident?

Any Additional Information/Comment/Opinion (in confidence)

.....

.....

To be completed by a BOF member:

The above information is correct and complete, to the best of my knowledge.

Name:

Address:

.....

Phone: e-mail:

Club: BOF No.:

Signed: Date:

Please note:

The BOF insurance policy provides public liability cover. It protects all BOF members, individuals and clubs, in the event of a claim arising in connection with any BOF-registered event or other BOF recognised activity. It does not provide accident, medical or property insurance (storm damage, fire, theft, loss, etc.), except in circumstances where these give rise to a claim for negligence or other liability.

However recent legal requirements mean that:

- 1) All injuries, accidents or incidents which could give rise to a claim must be reported to BOF office **within one week**. Any injury which, in a place of employment, would be recorded in an Accident Book, should be reported to BOF using this form or in some other written form.
- 2) Any BOF member or club who receives notice of a claim **must forward it to BOF office within one week of receipt**.

Failure to observe these requirements could invalidate the cover.