

# Accident report form

ART provides Public Liability Insurance cover for its members whilst they are teaching or running ART activities, (see <https://smartringer.org/support/does-art-membership-include-insurance-for-when-im-teaching/> for more details).

To comply with the terms of this insurance cover, members must report any accidents to ART promptly using this form.

To comply with relevant legislation, the details of any accident that results in an injury must also be recorded in the 'Accident Book' or equivalent, at the church or location where the accident occurred. If more than one person was injured in the accident, then you should include the details "About the person who had the accident" for each injured person in the "Additional information" at the end of this form.

## About the person who had the accident

Full Name .....

Address .....

.....

Postcode .....

Occupation .....

Age (if under 18) .....

Briefly describe the activity being undertaken by this person at the time of the accident:

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Was this person injured in any way during the accident? If so, what injuries were sustained?

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Was any first aid or medical treatment given to this person? If so, what first aid or treatment was given?

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**About the person reporting the accident**

Full Name .....

Address .....

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Postcode .....

Briefly describe your role in the activity being undertaken at the time of the accident:

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Who was in overall charge of the activity being undertaken at the time of the accident?

.....

**About the accident**

Date of accident ..... Time of Accident .....

Where did the accident take place? .....

Briefly describe how the accident happened: .....

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What do you consider to have been the cause(s) of the accident?

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**Additional Information** (include here, where applicable):

- The details “*About the person who had the accident*” for any additional injured person(s)
- The names and contact details of any witnesses
- Any other information that you consider to be relevant. Use additional sheets if necessary

Once completed, this Accident Report Form should be sent to: [admin@bellringing.org](mailto:admin@bellringing.org)

If you need help completing this form, or wish to discuss an accident with ART, please contact:  
[healthandsafety@bellringing.org](mailto:healthandsafety@bellringing.org)