



ACCIDENT FORM PROCESS – AS FOOTBALL ACADEMY PORTSMOUTH

The process for handling an accident form generally involves ensuring safety, gathering information, completing a report, and potentially conducting a formal investigation. This includes recording details like the injured party's information, the date, time, and location of the accident, and a description of the incident and injuries. Supporting evidence like witness statements and photos can also be valuable.

Here's a more detailed breakdown:

1. Ensure Safety and Provide First Aid:

- Immediately address any immediate safety concerns and provide first aid to the injured person.
- If necessary, contact emergency services for assistance.

2. Record the Accident:

- **Collect Information:**

Obtain the injured person's full name, address, contact details, date of birth, job title.

- **Document the Incident:**

Record the date, time, and location of the accident. Note the cause of the accident, the nature of the injury, and any relevant details.

- **Gather Supporting Evidence:**

Collect witness statements, photographs or videos of the scene, and any relevant documentation like CCTV footage.

- **Complete the Form:**

Fill out the accident report form, ensuring accuracy and completeness of all information.

3. Formal Investigation (if necessary):

- A formal investigation may be required, particularly for more serious incidents.
- The investigation should aim to determine the root cause of the accident and identify any safety breaches.
- This may involve interviewing witnesses, examining the scene, and reviewing safety procedures.



4. [RIDDOR](#) Reporting (if applicable):

- Certain accidents, particularly those resulting in serious injuries or dangerous occurrences, must be reported to the [Health and Safety Executive \(HSE\)](#) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- Consult with health and safety professionals to determine if RIDDOR reporting is required.

5. Review and Follow-up:

- Review the accident report and investigation findings to identify areas for improvement in safety procedures.
- Implement necessary changes to prevent similar incidents in the future.

Key Considerations:

- **Accuracy and Detail:**

Ensure all information recorded is accurate and detailed to provide a clear picture of the incident.

- **Legal and Regulatory Compliance:**

Be aware of legal requirements for reporting accidents, such as RIDDOR, and ensure compliance.

- **Data Protection:**

Handle personal information with sensitivity and comply with data protection laws.

- **Timeliness:**

Record accidents as soon as possible after they occur to ensure accuracy and prevent information from being forgotten



This document is reviewed annually – Lasted updated September 2026.

Signed Andy Sillence.....2026.....

Andy Sillence – Director AS Football Academy Portsmouth.