



Sailability Hong Kong Incident Reporting Form

Use this form to report, accidents, injuries, medical situations or behavioural incidents. The report is to be completed within 24hrs of the incident/event. Completed forms to be sent to Kay Rawbone, Chairman founder & CEO [\[kay@sailability.org.hk\]](mailto:kay@sailability.org.hk)

Information about the person involved in the incident		
Full name:		
Address:		
Status: Sailor Buddy Volunteer Club member Instructor Other (please circle)		
If Other please advise		
Tel: Home Mobile		
HKID:		
Information about the incident		
Date of incident:	Time:	Who was notified?:
Location of incident:		
Description of incident (what happened, how it happened, factors leading to the event etc). Be as specific as possible and attach additional sheets if necessary.		
Were there any witnesses to the incident Yes / No		
If yes please detail name(s), addresses and phone numbers		
Was the individual injured? If so describe the injury, the part of the body injured and another information know about the resulting injury/ies		
Was medical treatment provided? Yes / No / Refused		
If yes, where was the treatment provided: on site / Accident & Emergency / Other		

