

The Sports and Coaching Camp Business Guide

Incident and near-miss record

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Complete once urgent care and safety actions are underway. Restrict access appropriately.

Record ID, date, time, and site

Details

Reporter and role

Details

People involved

Only necessary identifying information

Activity and conditions

Weather, surface, equipment, group and staffing facts

What was directly observed

Facts in order

What was reported by others

Clearly attributed words, without speculation

Immediate care and safety action

Who did what and when

Emergency services or professional advice

Contact, time, instructions, handover

Witnesses

Secure contact references

Family and required external notifications

Who, when, and by whom

Relevant evidence preserved

Records, equipment, or images, lawfully handled

Further action

Action, owner, deadline, completion

Review and sign-off

Name/date

Use the separate restricted safeguarding route for suspected abuse. Do not place detailed abuse allegations in an ordinary shared incident sheet. Do not question people repeatedly to fill every box.