

# Swimming Pool Accident Report Form

## Hotel Information

Hotel Name

Location

Date of Report

Time of Report

## Incident Details

Date of Incident

Time of Incident

Specific Location (e.g. Main Pool, Kid's Pool)

Description of Incident

## Victim/Person(s) Involved

Name(s)

Age

Contact Information

Status (e.g. Guest, Visitor, Staff, Child)

## **Witnesses (if any)**

**Name(s) and Contact Information**

## **Immediate Action Taken**

**Details**

## **Reported By**

**Name**

**Position/Title**

**Signature**

**Date**