

# 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