



TENPIN BOWLING ASSOCIATION OF QUEENSLAND INC

ASSOCIATION RISK MANAGEMENT

UPDATE REVIEW 2023

Contents

1	RISK MANAGEMENT.....	3
1.1.	Introduction	3
1.2.	What Is Risk Management?	3
1.3.	Types Of Risk	3
1.4.	Which Risks Need To Be Managed?.....	3
1.5.	Who Should Be Involved	3
1.6.	This Resource – Scope & Limitations.....	3
1.7.	Steps To Completing Your Risk Management Plan.....	4
	Figure 1 – The Risk Management Process.....	4
	Figure 2 – The Risk Management Matrix.....	5
2	RISKS TO CONSIDER.....	7
2.1.	Membership and Child Protection	7
2.2.	Administration	7
2.3.	Financial.....	7
2.4.	Facility	7
2.5.	Education	7
2.6.	Equipment.....	7
2.7.	Insurance.....	7
2.8.	Health & Hygiene.....	7
2.9.	Injury Prevention & First Aid.....	7
2.10.	Events.....	7
2.11.	Committee Roles	7
3	RISK MANAGEMENT PLAN.....	8
3.1.	On Lanes.....	8
3.2.	General Environment	10
3.3.	People.....	11
3.4.	Governance	12
4	APPENDICES	13
4.1.	Glossary	13
4.2.	Further Information	13

1 Risk Management

1.1. Introduction

The Tenpin Bowling Association of Queensland Risk Management Resource is to assist Association officials in the development of their own Risk Management Plan. It is important for State and member Associations and associations to formalise their risk management processes to provide a safer sport and recreation environment for all participants, coaches and volunteers.

1.2. What Is Risk Management?

Risk Management is the process of systematically eliminating or minimising the negative impact of activities, which may give rise to injurious or dangerous situations.

1.3. Types Of Risk

- Legal risks – losses and costs arising from legal actions for breach of a common law or statutory duty of care;
- Physical risks – injuries to participants and public;
- Financial risks – increased insurance premiums, costs associated with injuries for business reasons, loss of financial stability and asset value, replacement costs and earning capacity and increased external administrative costs;
- Moral & Ethical Risks – loss of quality of participant experience and confidence, adverse publicity and damage to image or reputation.

1.4. Which Risks Need To Be Managed?

The law does not require associations to provide a completely risk free tenpin bowling environment. In addition, by agreeing to participate in tenpin bowling activities, participants will be taken to have consented to those risks, which form an inevitable aspect of the activity. Associations will not be required to take steps to counter risks where it would be considered unreasonable to expect them to do so in the circumstances.

Association representatives will however be expected to adopt reasonable precautions against risks which might result in injuries or damages which are reasonably foreseeable.

1.5. Who Should Be Involved

It is important that all key people including the executive committee, volunteers, officials, coaches and all Association members are involved in each step of the risk management process. The wider the consultation the better will be the identification of risks.

1.6. This Resource – Scope & Limitations

This resource has been developed to include risks, which will be applicable to most tenpin bowling Associations. As such it focuses mainly on the risk component of actually playing tenpin bowling. As such it does not address in depth risk management considerations for other elements of tenpin bowling Association operations such as governance, administration, finance, insurance, planning etc. This should be undertaken by your own Association, to match it's specific requirements, following the guidelines below.

Risks will vary depending on the circumstances and ways in which your Association operates. It is up to the Committee and key people in your organisation when using this resource to think about other risks not identified here, and to plan for them accordingly.

1.7. Steps To Completing Your Risk Management Plan

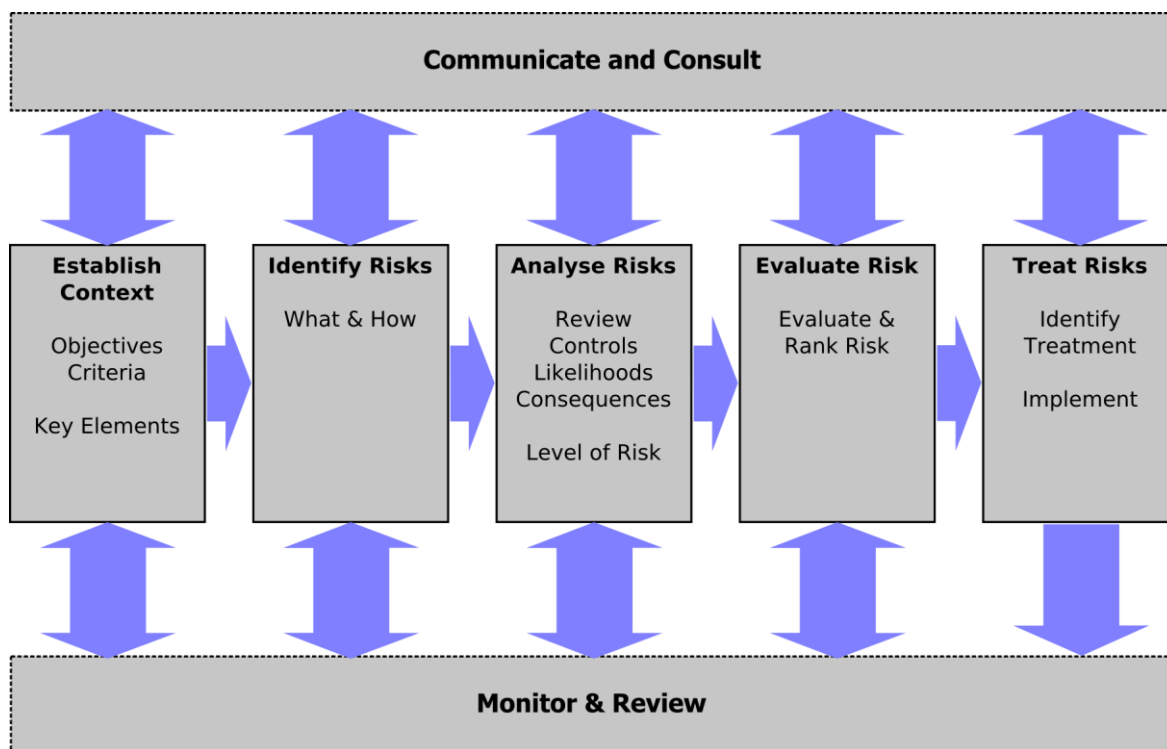


Figure 1 – The Risk Management Process

The approach adopted in this resource is based on the Australian Standard on Risk Management AS/NZS 4360:2004

Communicate and Consult

- It is essential that all Association members and participants in Association programs are aware of the Risk Management Plan and are consulted in its development, implementation and evaluation.
- Membership of tenpin bowling Associations is constantly changing; therefore all new staff, members and volunteers should be introduced to the Risk Management Plan and their obligations as a member of your Association/Committee.

Establish Context

- Clarify objectives and areas of operation where risks may occur.
- The Action plan of this document addresses four areas of operation: On Lanes, General Environment, People, and Governance.
- Other potential areas of operation to include in the Risk Management plan are administration, finance, insurance, children & young people and planning.

Identify Risks

- Establish what the risks are in each area and how they may occur
- Undertake a brainstorming session within your Association to ensure the risks that are unique to your tenpin bowling environment are identified.
- On Lanes – Preparation of Lanes and Recovery after sessions should be considered where appropriate, as should any areas of on lanes activity specific to your Association.
- General Environment risks include the Association premises and surrounding areas which are used by members and the public and should include uses which are not necessarily tenpin bowling specific.
- Governance – Governance risks will vary from Association to Association, but should include measures to make sure that the Association is well run, practices fair procedures and is welcoming to new and existing members.
- Personnel – Association members, coaches, participants, volunteers, parents and spectators involved in tenpin bowling activities. The Association owes a duty of care to those people who may be affected by

its actions and should ensure that it takes steps to manage the risks, which may affect Association personnel, plus risks which arise as a result of their conduct.

Analyse the Risk

- Analyse risk in terms of its likelihood to occur and the seriousness of the consequences arising from its occurrence.
- The Risk Matrix (Figure 2) is used to prioritise risk and the risk treatment (Extreme, Major, Medium, Minor).
- Each identified risk must be rated.
 1. **Likelihood** – rate the likelihood of the risk occurring
 2. **Consequence** – rate the consequence of the risk occurring including the impact of loss or damage.
 3. **Likelihood x Consequence = Risk Priority** or the degree of urgency required to address the risk

		Consequence				
		Catastrophic Most objectives may not be achieved or severely affected	Major Most objectives threatened, or one severely affected	Moderate Some objectives affected, considerable effort to rectify	Minor Easily remedied, with some effort objectives can be achieved	Negligible Very small impact, rectified by normal processes
Likelihood	Almost certain Will probably occur, could occur several times per season	EXTREME 1	EXTREME 1	MAJOR 2	MAJOR 2	MEDIUM 3
	Likely High probability, likely occur once a year	EXTREME 1	EXTREME 1	MAJOR 2	MEDIUM 3	MINOR 4
	Possible Reasonable likelihood that it may arise over a five year period	EXTREME 1	MAJOR 2	MAJOR 2	MEDIUM 3	MINOR 4
	Unlikely Plausible, could occur over a five to ten year period	MAJOR 2	MAJOR 2	MEDIUM 3	MINOR 4	MINOR 4
	Rare Very unlikely but not impossible, unlikely over a 10 year period	MEDIUM 3	MEDIUM 3	MINOR 4	MINOR 4	MINOR 4

Figure 2 – The Risk Management Matrix

Risk Priority

1. **EXTREME** – Very Likely to arise and have potentially serious consequences requiring urgent attention
2. **MAJOR** – Likely to arise and have potentially serious consequences requiring urgent attention or investigation
3. **MEDIUM** – Likely to arise or have serious consequences requiring attention
4. **MINOR** – Risks and low consequences that maybe managed by routine procedures or deemed acceptable in terms of cost and benefits.

Some Examples

1. Minor injuries to players would be Almost Certain, but the consequence might be negligible.
2. A fire or flood destroying the playing venue might be unlikely, but would have a catastrophic or major impact.
3. In the absence of financial controls, the theft of all Association funds by a rogue treasurer could be possible and would have a catastrophic or major impact on the Associations activities.

Evaluate the Risk

- Decide what risks are acceptable considering costs and benefits.
- A risk that is determined as acceptable should be monitored and periodically reviewed to ensure it remains acceptable. A risk deemed unacceptable should be treated.

Treat the Risks (Action Plan)

- Treatment strategies will be directed towards:
 - Avoiding the risk by discontinuing the activity that generates it (rarely an option when providing a community service).
 - Reducing the likelihood of the occurrence.
 - Reducing the consequences of the occurrence.
 - Transferring the risk.
 - Retaining the risk.
- The intention of these risk treatments is to reduce the risk level of unacceptable risks to an acceptable level (use the risk matrix).
- Test the strategies put in place to manage the identified risks and evaluate effectiveness. Ideally the Association will work together to brainstorm a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implementation.
- Your Action Plan will comprise the identified risk, what is needed to treat the risk, the responsible person and the time frame for management. The Association will also need to consider necessary policies, code of conduct, procedures and strategies to treat the risk. There are probably already using some good risk management strategies effective in your Association/school ensure that you document these in your plan.

Monitor and Review

- The committee and members are required to monitor the effectiveness of risk treatments. They also have the responsibility to identify new risk as they arise and treat them accordingly. It is important as an organisation to detect and manage new and existing risks.
- It is very important that officials review the Risk Management Plan at the end of each competition, activity, program or season. The Risk Management Plan should be a living document, which is regularly updated to reflect changes within the Association.
- The keeping of records and the continued evaluation of the Risk Management Plan is crucial. Your risk management procedures should include the collation of all documentation; all incident reports (accidents, discrimination, bullying, and complaints), volunteer registers, evaluation of risk strategies. These reporting tools provide statistics on continuing injuries or accident occurrences should be used to determine whether there are specific activities that require either increased precautions or supervision.
- Your Risk Management Plan cannot remain static. Risks can change according to changes in the law, development of safe practices and techniques, and developing rules or technology in tenpin bowling. Constant evaluation and updating must be done to take account of developing trends and the organisation's own experience.
- Please note this resource is a guide. The risks, which have been included under each area are examples. There will be circumstances where risks, which are particular to your Association's Tenpin bowling activities, may not have been addressed, or some which have been added do not apply. Space has been provided for you to identify these areas.

2 Risks to Consider

The Action Plan provided contains generic risk examples that will affect many tenpin bowling Associations. However, it is important that you personalise these areas to suit the functioning of your Association and its members, removing un-necessary ones and adding additional areas as necessary. Below is a list of potential risk that you may choose to add to your plan.

2.1. Membership and Child Protection

- Training of New Staff/Volunteers
- Introducing new programs or activities
- Recording of accidents and near misses
- Any incident, disclosure of harm, or inappropriate conduct
- Blue card requirements

2.2. Administration

- Committee structure
- Volunteer Management
- Meeting Procedures
- Employment of Staff & Contractors
- Organisations Policies & Procedures
- Planning: short and longer term
- Communication

2.3. Financial

- Budget
- Record Management
- Commercial Business Requirements
- Receipts Management
- Banking and Security
- Communication
- Financial Planning

2.4. Facility

- Facility management during events
- Facility Surrounds
- Commercial Business Requirements
- Work Place Health & Safety
- Fire Safety
- Amenities management/ Maintenance
- Leasing
- Planning

2.5. Education

- General Education Processes
- Coaches education & training
- Officials education & training
- Administrators/Managers Education & training
- Players Education and training
- Team Managers Education & training
- Selectors Education & training

2.6. Equipment

- Personal Equipment
- Equipment storage
- Usage
- Planning & Management
- Communication requirements
- Upgrade and Maintenance
- Equipment Standards

2.7. Insurance

- Insurance cover
- Types of insurance
- Notification processes
- Administration & management processes

2.8. Health & Hygiene

- General
- Food Management
- Alcohol
- Smoke Free
- Solar
- Drugs
- Pregnancy
- Hydration
- Infectious Disease

2.9. Injury Prevention & First Aid

- First aid
- Injury prevention
- Reporting
- Responsibilities

2.10. Events

- Planning competition
- Conducting competition
- Health & safety
- Managing alcohol
- Major events
- Planning major events
- Travelling to competition
- Travelling to competition long stay
- Social events

2.11. Committee Roles

- Audit information
- Resources
- Planning

3 Risk Management Plan

3.1. On Lanes

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Timescale
Injury caused by foreign objects or spilt substances on approaches							
Injury caused by clutter in the sitting areas/or walkways							
Injury caused by dusty or dirty floors							
Injury caused by slipping on wet floor due to cleaning							
Injury caused by slipping on floor due to leaky roof							
Injury caused by slipping on wet floor due to sweat/spillage							
Injury caused by tripping on broken or uneven floors							
Injury caused by poorly maintained approaches							
Injury caused by colliding with poorly stored equipment							
Injury caused by an inappropriate level of lighting							
Injury caused by failed light fixings							
Injury caused by loss of grip of the ball							
Injury caused by inappropriate clothing (eg too loose or large)							
Accident caused by lack of awareness due to use of mp3 or other device of players during events							

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Timescale

3.2. General Environment

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Timescale
Injury caused by tripping on bags & other items left lying around							
Injury caused by poorly maintained environment (seating, carpets, etc)							
Injury caused by spilling hot drinks							
Injury caused by slipping on wet areas (especially in toilets / changing rooms / catering areas)							
Illness caused by poor food management and handling procedures							
Risks associated with ancillary uses of Association facilities e.g. external hire of social facility (Will require further detailed assessment where appropriate)							
Fire or other major damage to facility							
Theft / Damage due to inappropriate or poorly maintained security systems							
Theft due to poor cash management processes							

3.3. People

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Timescale
Child Protection Issues and appropriate response							
Volunteers appropriately qualified and Blue Card holders							
Harassment / Discrimination of Members							
Poor injury response due to lack of first aid training and equipment							
Injury caused by inappropriate coaching							
Damage or injury caused by poor supervision of junior players							
Prosecution or litigation caused by failure to implement relevant legislation (eg smoking ban)							
Loss of key volunteers and knowledge							
Loss of members due to unfair practices							
Loss of potential members due to not being welcoming and ready to integrate beginners							

3.4. Governance

Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Timescale
Discrimination							
Unfair selections							
Unfair or Closed management of the organisation							
Up to date Association Constitution							
Up to date Child Protection Framework Policy							
Up to date Selection Policy							
Up to date Risk Management Plan							

4 Appendices

4.1. Glossary

(All definitions from Australian/New Zealand Standard for Risk Management AS/NZS 4360:1999)

Consequence	The outcome of an event expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. There may be a range of possible outcomes associated with an event.
Cost	Cost of activities, both direct and indirect, involving any negative impact, including money, time, labour, disruption, goodwill, political, and intangible losses.
Event	An incident or situation, which occurs in a particular place during a particular interval of time.
Likelihood	A qualitative description of probability or frequency.
Hazard	A source of potential harm or a situation with a potential to cause loss.
Risk	The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
Risk analysis	A systematic use of available information to determine how often specified events might occur and the magnitude of their consequences.
Risk management	The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.
Risk management Process	The systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.
Risk avoidance	An informed decision not to become involved in a risk situation.

4.2. Further Information

- Queensland Government Risk Management Training - <http://www.riskmanagement.qld.gov.au/index.htm>
- A Basic Introduction to Managing Risk using the Australian and New Zealand Risk Management Standard AS/NZS4360:1999
- Play by the Rules - http://www.playbytherules.net.au/site/play_by_the_rules.jsp
- Australian Sports Commission Member Protection Resources - <http://www.ausport.gov.au/ethics/memprotpol.asp>

SPORTS CLUB RISK MANAGEMENT FORM

1. IDENTIFY THE HAZARD

(a) Describe the hazard:

(b) Form the hazard takes:

2. ASSESS THE RISK

(a) Identify the risk:

(b) Occupations and tasks at:

(c) Number of people at risk:

(d) Risk Assessment Calculator indicates:

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	High	High	Very High	Very High	Very High
Likely	Moderate	Moderate	High	Very High	Very High
Possible	Low	Moderate	High	High	Very High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

(e) Identify the risk:

RISK MANAGEMENT FORM (CONT.)

3. DETERMINE WHAT CONTROL MEASURES TO TAKE

(a) Short term/immediate control measures:

(b) Long term control measures:

4. REVIEW, APPLY AND MONITOR CONTROL MEASURES

(a) Review the possible control Measure:

(i) Will the control measure introduce a new hazard? Yes/No
If no, continue.
If yes, undertake the risk management procedure again.

(ii) Is the revised control measure effective? Yes/No
If yes, continue.
If no, re-do step 3.

(b) Control measure finally Applied:

--

(c) Monitor the control measure

(i) Does the control measure continue to be effective? Yes/No
If yes, continue to monitor.
If no, re-do the risk management procedure again.

CLUB DETAILS

Club Name:

--

Location:

--

Prepared by:

--

Risk Manager's signature:

--

Date:

--



ASSESSMENT CHECKLIST SUITABILITY FOR HOSTING DISABILITIES EVENTS

CENTRE NAME

CENTRE ADDRESS

PHONE

FAX

EMAIL

1. Parking

(Please Circle "Yes" or "No")

- | | | | |
|----|--|-----|----|
| a. | Are designated parking bays for disabilities available? | Yes | No |
| b. | Is the bay well signposted? | Yes | No |
| c. | Is there a continuous unobstructed view from the car park? | Yes | No |
| d. | Is there a continuous accessible pathway from the set down area to the entrance? | Yes | No |
| e. | Are all walkways, ramps etc slip resistant? | Yes | No |
| f. | Is there parking for buses near the centre? | Yes | No |
| g. | Is there sufficient parking at or near the centre? | Yes | No |

2. Entrance

- | | | | |
|----|---|-----|----|
| a. | Do entrance steps and ramps have handrails? | Yes | No |
| b. | Are the steps and ramps contrasted and highlighted? | Yes | No |
| c. | Does the doorway have a clear opening width of at least 900mm? | Yes | No |
| d. | Is the door easy to open?
(No heavy spring or closer, handle easy) | Yes | No |
| e. | Is there a directory or information desk visible and accessible? | Yes | No |

- | | | | |
|----|---|-----|----|
| f. | Does the reception counter have a low section suitable for use by a person in a wheelchair? | Yes | No |
| g. | Is there a ramp to the front door? | Yes | No |

3. Interiors

- | | | | |
|----|--|-----|----|
| a. | Are all level changes serviced by ramps or lifts? | Yes | No |
| b. | Do flights of stairs have handrails? | Yes | No |
| c. | Do all doors have a clear opening width of at least 900mm? | Yes | No |
| d. | Are all floor surfaces excluding bowling area slip resistant? | Yes | No |
| e. | Does any carpeted area have short pile? | Yes | No |
| f. | Is the lighting in all areas adequate for persons with a vision impairment disability? | Yes | No |
| g. | Are ramps to the bowling area installed? | Yes | No |
| h. | Are there portable ramps available if there are none installed? | Yes | No |
| i. | Is there sufficient space in the bowler's area for wheelchairs? | Yes | No |

4. Lifts

- | | | | |
|----|---|-----|----|
| a. | Are lifts or lift chairs installed in the complex? | Yes | No |
| b. | Are controls in the reach of persons in a wheelchair? | Yes | No |
| c. | Do the doors on the lift open as long as there is an obstruction? | Yes | No |
| d. | Is assistance required for people with a disability to get onto the Lift Chair? | Yes | No |

5. Telephones

- | | | | |
|----|---|-----|----|
| a. | Is their access to a telephone for persons with a disability? | Yes | No |
| b. | Are handsets and dial in reach of persons in a wheelchair? | Yes | No |
| c. | Do phones have push button controls? | Yes | No |

6. Toilets

- | | | | |
|----|--|-----|----|
| a. | Is there a wheelchair accessible toilet? | Yes | No |
| b. | Is the toilet easy to find and signed with access symbol? | Yes | No |
| c. | Does the door have a clear opening width of at least 760mm? | Yes | No |
| d. | Does the door open outwards? | Yes | No |
| e. | Does the door slide? | Yes | No |
| f. | If opening inwards is there adequate room to manoeuvre a Wheelchair? | Yes | No |
| g. | Is the door easy to open?
(No heavy spring or door closer, easy handle) | Yes | No |
| h. | Is there a basin of adequate height for a person in a wheelchair? | Yes | No |
| i. | Is there a mirror 900mm or lower from the floor? | Yes | No |
| j. | Are hand-dryer/towels/coat-hooks within reach for a wheelchair user? | Yes | No |

7. Players area

- | | | | |
|----|---|-----|----|
| a. | Is the player's area free of all obstacles? | Yes | No |
| b. | Has adequate seating been provided for bowlers? | Yes | No |
| c. | Is there wheelchair access to the bowler's area? | Yes | No |
| d. | Are ramps provided for access to the bowler's area? | Yes | No |
| e. | Is the scoring system able to be accessed by persons in a wheelchair? | Yes | No |
| f. | Are there very many steps to the player's area? | Yes | No |
| g. | Is there adequate ventilation in this area? | Yes | No |
| h. | If fans provided, are they working? | Yes | No |

8. Bowlers Approach & Lanes?

- | | | | |
|----|--|-----|----|
| a. | Is there adequate wheelchair access to approach area? | Yes | No |
| b. | Is there adequate area for wheelchairs to sit on the approach area whilst waiting for their next turn? | Yes | No |
| c. | Is there adequate area for storing of equipment? | Yes | No |
| d. | Is the lighting over this area within the standards? | Yes | No |
| e. | Can the screens be seen easily from the bowler's area? | Yes | No |
| f. | Are the ball returns easily accessible by wheelchair participants? | Yes | No |

9. Scoring System

- | | | | |
|----|--|-----|----|
| a. | Does the centre have a fully automated scoring system? | Yes | No |
| b. | What type of system is in the centre? | Yes | No |
-
-
-

10. Canteen Facilities

- | | | | |
|----|--|-----|----|
| a. | Is the centre prepared to provide special menu and additional staff during an event tournament or development program? | Yes | No |
|----|--|-----|----|
-
-
-

11. Committee & Tournament Room

- | | | | |
|----|--|-----|----|
| a. | Is a separate room available for Tournament room? | Yes | No |
| b. | Is there access to centre computer and laser printer or does separate computer and printer need to be supplied by Tournament Team? | Yes | No |
-
-

- | | | | | |
|----|---|-----|----|-------|
| c. | Is there a meeting room suitable to seat approximately 50 people in theatre style? If not are there conference facilities nearby? | Yes | No | _____ |
|----|---|-----|----|-------|
-

12. Media Facilities

- | | | | |
|----|--|-----|----|
| a. | Is there a separate room for media facilities? | Yes | No |
| b. | Are the following available? | | |
| | 1 X Internet Line | Yes | No |
| | 2 X Phone lines | Yes | No |
| | Fax Access | Yes | No |
| | Photocopier Access | Yes | No |

13. Spectator Areas

- | | | | |
|----|---|-----|----|
| a. | Is there sufficient spectator area? | Yes | No |
| b. | Is there room for additional seating to be added? | Yes | No |
-

- | | | | |
|----|---|-----|----|
| c. | Is there a game machine area? | Yes | No |
| d. | If yes, are the machines able to be moved around to accommodate room for wheelchairs? | Yes | No |
-

14. First Aid Room

- | | | | |
|----|---------------------------------------|-----|----|
| a. | Is a bed or other facility available? | Yes | No |
| b. | Is a First Aid Kit Available? | Yes | No |
| c. | Is there access to a sink? | Yes | No |

15. Other Information

- | | | | |
|--|---|-----|----|
| | Is there any additional information that you wish to provide? | Yes | No |
|--|---|-----|----|
-
-
-

Please forward completed checklist to Sport service provider

And copy:

TBAQ
Sports House
150 Caxton Street
Milton 4064

Email

tbaq@tbaq.org.au

E & O E

Incident Form

Patient Information

Patient: _____ Incident Date: _____
 Address: _____
 Phone: _____ Email: _____
 Age: _____ Sex: _____ Witness: _____

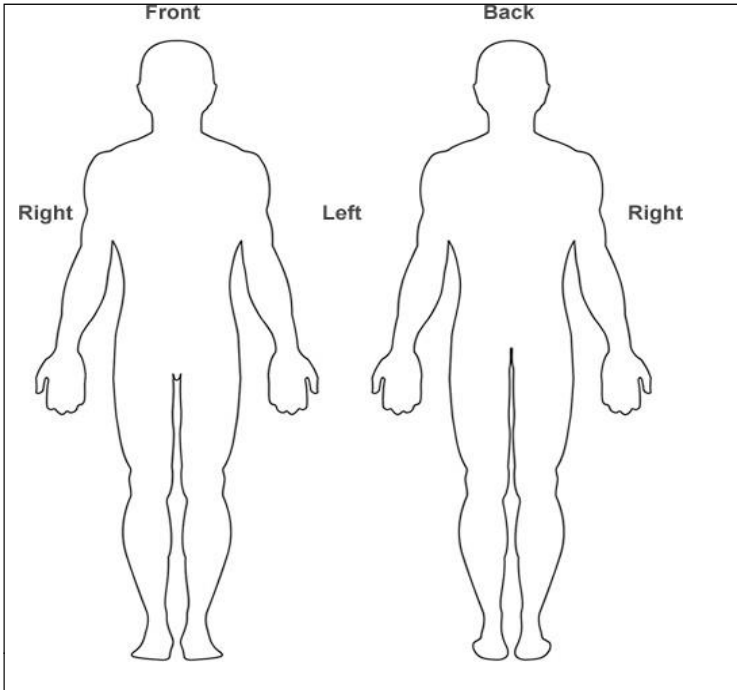
Incident Report Date:

Incident: _____

Location: _____ Time _____
 Involved Parties: _____ Mobile _____
 Witnesses: _____ Parent/Guardian/Carer _____

Tick those that apply

Breathing?	<input type="checkbox"/>		Bleeding?	<input type="checkbox"/>
Pulse?	<input type="checkbox"/>		Break?	<input type="checkbox"/>
Conscious?	<input type="checkbox"/>		Bruising?	<input type="checkbox"/>
Coherent?	<input type="checkbox"/>		Sprain	<input type="checkbox"/>
In Pain?	<input type="checkbox"/>		Swelling:	<input type="checkbox"/>



Description of Injury

Person Writing the Report:

Mobile:

Email: