



# Adelaide Sword Academy

## Incident Report

For all incidents, injuries, gear failures and near misses

Give as much detail as possible in all fields

<b>Personal Details</b>	
Date and time	
Instructor/Ranking Fencer	
Fencers Involved (contact details for serious incidents)	

<b>Details of the incident</b>	
Type of Event	
Location/Venue	
Type of incident	

<b>Description of the Incident</b>

<b>Response to Incident</b>

## **Adverse Events Reports**

The following are suggested components of reports for certain adverse events. The list of adverse reports noted here is not to be considered comprehensive. Moreover, greater information is welcomed for any of these reports.

### **Injury or Near Miss**

An injury is notable if it resulted in bleeding, and/or required a combatant to retire from the field, even briefly. In an injury report, include

- a description of incident
- the category of combat
- the events leading to the injury
- the weapons used
- a description of the injury, including whether any professional opinion was sought and rendered
- No formal medical records shall be requested, gathered, stored or transmitted as a part of this process.

### **Broken or Retired Blade**

- Age and approximate use history of blade
- Any modifications performed on the blade
- Description of incident
- Images of both broken sides

### **Tip Blown Through/Snapped**

- Age and approximate use history of tip
- Type of tip
- Description of underlying metal
- Images of tip and underlying metal

### **Equipment Failure**

This includes failure of mask/helmet, armor, defensive objects, etc

- Manufacturer, age, and approximate use history of item
- Any modifications made from the original
- Description of failure

### **Breach of Conduct or Altercation**

- Names of persons involved
- Context for altercation
- Conduct breach
- Reasons given by each for conflict
- Steps taken towards conflict resolution