

Disclosable document mandate



The number of allegations and attempted claims against leisure clients is increasing, with the escalating costs of living this increase is set to continue. It's always been important to collate any relevant information when reporting on accidents and incidents to give us the best opportunity to defend potential future allegations. It's considerably easier to fully investigate incidents at the time than if a claim is presented up to 3 years later, or more in the case of minors.

In order to assist with this Partner& have produced this checklist to aid this process.

The Injured Parties Acknowledgement of Risk form (completed and signed by themselves or their parent or guardian)	
Accident Report Book Entry / Accident report form	
Confirmation and documentation of any induction / coaching or instruction provided	
Risk Assessments for any applicable areas of the premises / equipment.	
CCTV Footage of the incident itself (30 seconds for quick reference and ease of issuing)	
All other applicable CCTV footage (events leading up to and occurring after the incident)	
Photos of the area the accident occurred	
Photos / Copies of any relevant signage	
Internal investigative report	
Records pertaining to the participants prior experience	
Staff Witness Statements	
Staff Training records & Job Description	
RIDDOR report or any other communications with the HSE	
Details of any remedial work undertaken on applicable equipment	
Details of cleaning procedures / checklists	
Details of the daily checks of the equipment / opening and closing procedures / floorwalking sheets – and documentation confirming these have been undertaken	
Details of the supervising staff on the day and their qualifications / experience	
Copies of any correspondence issued to or received from the injured party or their legal representatives.	

I have carried out a reasonable and proportionate search to locate all documents which I am required to disclose and which are located at the Defendant's premises. I understand that it is my duty to disclose any of the documents within the company's possession which have been requested. To the best of my knowledge, I have carried out that duty and disclose the documents indicated above.

Client details

NAME	SIGNED
DATE	

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Confidential

Documents not disclosed

DOCUMENT	REASON
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