**Appendix 2**

**Swimtime Swimming Lessons**

**Venue / Facility Fault Report Form**

|  |  |
| --- | --- |
| Venue Site: |  |
| Date: |  |
| Location:(Area where issue is located) |  |
| Details of Issue: |  |
| Person Reporting Issue: Name: (Please Print)Signature: |  |
| Reported to: |  |
| Action Required: |  |
| Issue Resolved: (delete where applicable) | **YES / NO** |
| If NO reason to be recorded: |  |
| Facility Manager:Name:Signature: |  |
| Swimtime Representative:Name:Signature: |  |