Incident Report Form

Most recent update: 18 November 2024

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| Main details |
| Date of incident |  | Time of incident |  |
| Type of incident |  | Riddor reportable | YES | NO |
| Nature of injuries (if applicable) |  |
| Reported to Police (if applicable) |  |

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| Part 1 – Incident details |
| What happened |  |
| Actions taken at the time |  |
| Causes/factors leading up to the incident occurring (if any) |  |

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| Part 2A – Personal details of the person(s) affected |
| Full name |  |
| Course/Programme attending |  |
| Aged under 19? | YES | NO | Emergency contact notified? | YES | NO |

**OR**

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| Part 2B – Venue/other affected |
| Venue |  |
| Specify location of incident |  |

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| Part 3 – Provider details |
| Full name and address |  |
| Member(s) of staff present at time of incident (if any) |  |

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| Part 5 – Risk control measures |
| Action | By whom? | By when? |
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|  |  |  |
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| Part 6 – Person completing this form |
| Name |  |
| Role |  |
| Date |  |

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| Part 7 – Management response |
| Received by |  |
| Role |  |
| Date |  |
| Actions to be taken |  |
| Follow-up date |  |
| I confirm there are no further actions to take regarding this incident |
| Signed |  |
| **Close-down date** |  |

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| Report quality sampled by |  | Date |  | Approved? |  |