

Incident Report Form

Most recent update: 18 November 2024

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)				

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

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

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

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

Part 5 – Risk control measures		
Action	By whom?	By when?

Part 6 – Person completing this form	
Name	
Role	
Date	

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	

Report quality sampled by		Date		Approved?	
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