**Incident Report Form**

Most recent update: 08 September 2025

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 4 – Risk control measures | | |
| Action | By whom? | By when? |
|  |  |  |
|  |  |  |
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|  |  |  |

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| --- | --- |
| Part 5 – Person completing this form | |
| Name |  |
| Role |  |
| Date |  |

|  |  |
| --- | --- |
| Part 6 – 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? |  |