

Incident report

Complete a separate form for each incident, as soon as possible after it occurs.

Remember that failure to report an incident could result in someone else being put at risk in the future.

This form should be used for each occasion of

- Aggressive behaviour/Verbal abuse
- Damage to equipment or property
- Any event that lead to an injury (major or minor)
- Any event that nearly caused an injury (Near-Miss)

Name of person completing the form: _____

Position title: _____

Date of incident : _____ Time: _____ am/pm

Contact Details: _____

Location of incident: _____

What was taking place when the incident occurred? _____

Other persons present at the time: _____

Were unknown person/s present? _____

If so, please provide a brief description _____

What happened _____

Were any injuries sustained? Yes No

If yes, Name of injured person: _____

Details of injuries: _____

First aid or treatment: _____

Was any property or equipment damaged Yes No

If yes, details of damage: _____

What was the cause of the incident? _____

With hindsight, what warning signs were evident prior to the incident?

What action was taken, if any, to try and address the situation **prior** to the incident occurring?

What action did staff or volunteers take, if any, to try and address the situation **during** or **after** the incident?

Follow up action required: _____

Signed: _____

Date: _____