

The Kings Church - Accident / Incident Forms

All reportable incidents and accidents must be notified to any of the leaders or directly to the safety representative. A reportable incident is defined as an incident that is potentially hazardous to health and safety. This form must be completed as soon as possible to record such events. Whilst it is obligatory to report and record all significant incidents its main function is to learn and prevent such incidents and minimize risk.

Date & Time of Incident:

Reported by:

Form Completed by:

Location of Incident:

Near Miss? Yes / No

Accident? Yes / No

Description of Incident

Action taken after incident

Seen by Health and Safety Lead: Date: