

ONEHOUSE PARISH COUNCIL

e-mail: clerk@onehouseparishcouncil.gov.uk

website: <https://onehouseparishcouncil.gov.uk/contact-us/>



Incident/Accident Report Form

Date of incident/accident:

Name of person to whom incident/accident was reported:

Site where incident/accident took place:

Name of injured person:

Address of injured person (or state 'Council Employee'):

Name of any witness:

Address of witness (or state 'Council Employee'):

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Nature of incident/injury and extent of injury:

Give details of how and precisely where the incident took place:

Describe what activity was taking place:

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Give full details of any first aid treatment given and the name(s) of the first-aider(s):

Were any of the following contacted?

- Relatives/Parents/carers Yes ☐ No ☐
- Police Yes ☐ No ☐
- Ambulance Yes ☐ No ☐

What happened to the injured person following the incident/accident?

e.g., carried on with activity, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

Signed:

Date:

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Name:

Please forward this completed form to the Parish Clerk

For office use only

Considered at Parish Council meeting on:

Follow up action required: Yes/No

Action Taken:

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Please note that certain accidents MUST be reported to H&SE – Refer to Health & Safety Policy for further information