Incident report form

Fill in as soon as possible after the incident, while details are fresh. Write what was seen and heard. Leave blank anything not known. Hand the form to a supervisor the same day.

1. When and where

Date of incident | Time | Site | Exact location (area, room, entrance)

2. Type of incident

Tick all that apply

☐ Injury or illness ☐ Near miss ☐ Property damage ☐ Security concern ☐ Theft or loss ☐ Behaviour or complaint

☐ Other:

3. People involved

Name	Guest, staff, contractor or other	Phone or email	Injured? (Y/N)

4. What happened

In order, as seen and heard. Facts only: what happened, not who was at fault.

5. Injury and care (if anyone was hurt)

Injury and part of the body

First aid given, and by whom

Sent for medical care? Where?

Care offered and refused? By whom?

6. Witnesses

Name	Phone or email	Statement taken? (Y/N)

7. Immediate action and evidence

Action taken at the time Area closed, spill cleaned, equipment taken out of use.

Evidence kept

☐ Photos ☐ Video footage ☐ Item or equipment ☐ Documents ☐ None

Supervisor told (name, time)

Others told (family, police, insurer)

8. Reported by

Name | Role | Signature | Date and time of this report

9. Follow-up (for the person who handles it)

Assigned to

Date received

Cause

Action to prevent a repeat, owner and due date

Decision (action, or no action and why)

Closed by and date

Free incident report form from riskrsuite.com/resources/incident-report-form-template/. Copy and change it as needed.