

## Accident Report Form

This form is only to be completed by the event organiser or their representative and **not** by the person sustaining the injury.

Event name:	
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### When was the accident reported, and to whom?

Date it was reported:	/	/	Time it was reported:	am / pm
Name of the person the accident was reported to:				
What is their role in the event?				

### Details of injured person

First name:		Surname:		
Address:				
		Post code:		
Date of birth:	/	/	Phone no:	

What is their relationship to the Hirer/Hiring organisation?

Employee

Volunteer

Contractor

Exhibitor/stallholder

Performer

Member of the public

Other ( *please state* )

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### About the accident

Date of accident:	/	/	Time of accident:	am / pm
What happened?				
Where did it happen?				

### About the injury

What part of the body was injured?	
<i>eg right arm, left ankle etc</i>	
What was the injury?	
<i>eg graze, cut, bruise etc</i>	

**Treating the injury**

Was first aid given?

 Yes No

If yes, what first aid was given?

*Eg plaster, bandage, sling etc*

Who gave first aid?

Which organisation were they from?

Was an ambulance called?

 Yes No

Was the injured person taken to hospital?

 No Yes, taken to

hospital by ambulance

*Insert name of hospital* Yes, taken tohospital but **not** by ambulance*Insert name of hospital***Name and address of any witnesses**

1) First name:	<input type="text"/>	Surname:	<input type="text"/>
Address	<input type="text"/>		
		Post code:	<input type="text"/>
Phone number:	<input type="text"/>		

2) First name:	<input type="text"/>	Surname:	<input type="text"/>
Address	<input type="text"/>		
		Post code:	<input type="text"/>
Phone number:	<input type="text"/>		

**Person completing this form:**

First name:	<input type="text"/>	Surname:	<input type="text"/>
Role in the event:	<input type="text"/>		
Address	<input type="text"/>		
		Post code:	<input type="text"/>
Phone number:	<input type="text"/>		

Refer to the Health and Safety Executive's website <https://www.hse.gov.uk/riddor/> to see if the accident needs to be reported under RIDDOR ( Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 )