



## EBKA Accident/Incident Report Form

An accident is an unplanned event that results in an injury or could have resulted in an injury or results in damage to equipment or property OR harm to the environment. Anyone can complete an accident/incident report form. The form should be handed to the Appointed Safety Officer or sent by email to the Divisional Trustee. The CEC must be informed.

**Confidentiality:** This form will be held securely by the EBKA for the purpose of monitoring health and safety and will only be disclosed to persons or organisations able to demonstrate a legal right to the data therein.

### Details of person completing this report

Full name: .....

Officer/Member/Visitor (circle relevant category) .....

Address and postcode:

Telephone contact numbers: ..... Mobile: .....

Signature..... Date.....

### Details of accident/incident

What happened: Give cause (how and why) if known:

When it happened: date /time:

Where it happened:

### Details of any persons injured

Full name:

Officer/Member/Visitor (circle relevant category)

Address & postcode:

Telephone contact number:

Nature of injury:



Treatment given:

Treatment given by:

Taken to hospital - yes/no:

If yes, which hospital and how taken:

Off work as a result of accident/incident - yes/no

If yes - number of days:

### **For completion by the Appointed Safety Officer**

Accident/Incident investigated - yes/no

Written investigation report necessary - yes/no

Written investigation report completed -yes/no

RIDDOR reportable - yes/no

If yes, date reported EADEFRA reportable - yes/no. If yes, date reported.

Charity Commission, serious incident reportable - yes/no. If yes, date reported:

Witness details, statements, etc - continue report overleaf if necessary.

### **Investigator's guide**

In order to determine the cause of the accident or incident, it may be appropriate to interview parties who were involved. First think about the questions you ultimately want to answer, for example:

- a. Was a safe work procedure used?
- b. Was a Risk Assessment for this activity conducted / recorded?
- c. Were training needs for the activity identified?
- d. Was any required Personal Protective Equipment available for use and used?
- e. Had conditions changed to make the normal procedure unsafe?
- f. Were the appropriate tools and materials available?
- g. Were safety devices working properly?
- h. Were the correct materials/substances being used?