

7: Incident Report Form

Reporting an injury or dangerous occurrence (2-page document)

*Please complete the form as fully as possible and send to
Brian Raymond immediately.*

Artists Name:	Project Title:
Host Organisation Name:	
Workshop Venue: <i>Full address & post code</i>	

About the incident:

Day:	Date:	Time:
Place of incident: <i>Room number, etc)</i>		
How many adult support workers did the Host organisation agree would be available to assist you in your workshops?		
How many adult support workers were present at the time of the incident?		

About the person/s involved

Full name:	Contact telephone number:
Home address:	Parent / Guardian name:
Age:	Male or female:
Role of the injured person (participant, adult support, public, etc):	

About the injury:

What part of the body has been injured?
Briefly describe the type of injury (eg: burn, cut, broken wrist, etc)
Describe how the incident took place / what happened.
Estimate the serious of the incident – please circle below <i>(1 being minor & 4 being risk of death)</i>
1 2 3 4