

## ACCIDENT / NEAR MISS REPORTING FORM



Form completed by:		Contact number:				
Date completed:		Job Code:				
<b>Who had accident?</b>	Client/ staff name:			Date of Birth:		
	Home address:			Client / Staff personal contact number (over 18):		
	Known dietary / medical history:					
	Emergency contact name / Parent (for under 18s)			Emergency contact number (for under 18s):		
<b>Those present?</b>	Instructor in charge name & Qualification:			Contact number:		
	Witnessing adult(s) name & role:			Witness contact number:		
	Others present (adults / students & numbers):					
<b>What happened? PTO for notes (continue on paper)</b>	Date of incident:	Time of incident (24hr):	Location: (incl. W3W, grid reference & or postcode)			
	Nature of the activity, the location, weather, and the lead up to the incident:					
	Description of incident:					
	Injury observed and treatment given at scene:					
<b>After the incident</b>	What external assistance / treatment was required? (doctor, hospital, mountain rescue)					
	Was the person taken direct from the incident to hospital				Yes	No
	In your professional opinion what might have stopped the accident from occurring?					
	Photos must be taken where relevant to understanding (tick those taken below)			Was accident related to equipment failure?		
Location	Equipment	Direct Incident shots (Non-invasive)	Yes			No
<b>Office</b>	Reviewed by:		Reported to HSE?		Follow up actions?	
			Yes			
			No			

**\* DO NOT DISCUSS THE INCIDENT WITH ANYONE OTHER THAN SENIOR STAFF MANAGING THE INCIDENT \***  
 This form must not be shared outside of Company without senior staff approval, and must have personal data removed

## ACCIDENT / NEAR MISS FORM (completion notes)

### Notes for EVENT MANGER

It is your job to ensure this form is completed fully with as much detail as possible – you should support the instructor in recording the events of the incident (using the guide below), but should be careful not to put words into anyone's mouths.

In the event of additional adult(s) begin present a written statement must be taken from them – This must focus on the questions in the What happened and After the incident section of the form. This statement must be dated and signed.

This form must be completed on the same day as the incident and must be emailed to the office and the duty senior staff member informed.

Photos must be taken. These should show the site, equipment, surrounding area, any contributing features. The exact location of the incident must be recorded. The event manager should visit the incident site.

### Who had accident?

It is near impossible to get this information after the casualty has departed. These could be sought from medical / permission forms, the school, accompanying adults or the casualty themselves.

Home Address: House number, road, town and postcode.

Known dietary: A list of what you knew about the patient before the accident as reported by individual verbally or on medical / consent form

### Those present?

*Instructor in charge name:*

*The most qualified (in relation to the activity) member of staff with the group.*

*Please report qualification relevant to the activity, and others relevant.*

*Witnessing adult name & role: - Please try to get at least one independent adult witness*

*The Witness should have seen the accident or build up to the incident.*

*This can be Fair Ways Outdoor Adventures staff or accompanying adults with the group (name and telephone), or even a member of the public who assisted or observed the accident*

*Others present (adults / students & numbers):*

*Number in your care (group) at the time - Students (number)*

*Accompanying adults number, other school staff (number)*

**What happened?** Please provide as much detail as possible and *continue on paper if required*

*Location: (incl. grid reference & or postcode) –*

*In the case of a remote location please provide 8/10 figure grid preference or a 'what3words' location*

*In addition you may opt to email a GPS location / a pin on a mail*

*Nature of the activity, the location, weather and the lead up to the incident:*

*Please detail the lead up to the accident / incident - Remoteness, distance from road, the terrain (any grade to the activity), weather conditions, equipment, structure of the session and progression of the group to this point,*

*Description of incident:*

*Describe what you saw or what they, or another person said happened - please try and capture exact words and who*

*What did the casualty say / report - please try and capture exact words and who*

*Describe the immediate location of the incident, the exact activity being completed at that moment*

*Describe the instructions / briefing that the group / individual were given just before the activity*

*Explain your location in relation the incident and those of accompanying / supporting staff*

*Treatment given at scene:*

*What did the casualty say / report – please try and capture exact words*

*What was the perceived level of pain / consciousness and communication*

*What was your first impression and what level of urgency did you feel there was.*

*What first aid was given and by whom.*

*Moving the casualty - was the casualty moving themselves or did you move them and why.*

### After the incident

How did the casualty get moved from the scene and who by, where did they go, who did you hand over to?

How were the other group members managed.

Where did any equipment involved go, was it inspected and were there any clues or damage found?

### Office

If student was taken direct to hospital for any other reason than a check-up (ie received any treatment) then a RIDDOR report should be made.

Forms and any emails supporting information must be reviewed immediately by a Senior staff