



## 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. Anyone can complete an accident report form. Once completed the form should be sent to Clare Moloney - River & Cloth Project Manager: [clare.moloney@merton.gov.uk](mailto:clare.moloney@merton.gov.uk)

**Confidentiality** - This form will be held securely by London Borough of Merton 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 contained.

### Details of person completing this report

Full name.....  
Staff/Participant/Visitor  
Name of School/Community Group.....  
Address & postcode .....  
.....  
Telephone contact number.....  
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.....

Staff/Participant/Visitor

Name of School/Community Group .....

Address & postcode .....

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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 – please delete as appropriate:

Yes/No.....

If yes - for how many days?.....

**Continue report on extra sheet if necessary.**