



charitable incorporated organisation number 1183921

Taunton Welcomes Refugees

4g. Accident/Incident Report Template

PERSON/S INVOLVED IN THE INCIDENT

Full name							
Address and Postcode							
Tel No							
E mail							
	Volunteer		Refugee		Trustee		Other
Full name							
Address and Postcode							
Tel No							
E mail							
	Volunteer		Refugee		Trustee		Other

ACCIDENT/INCIDENT INFORMATION

Date			Time			
Police Notified	No		Yes		If yes Case reference number	
Location of Accident/Incident						
Description of Accident /Incident	Include details of, and factors that led up to, the accident/incident and what took place. Be as specific and factual as possible. Use Additional Information Box if necessary					
Were there witnesses to the accident/incident	No		Yes		If yes, please provide names and addresses in Additional Information box	
Was the individual injured	No		Yes		If yes, describe the injuries below	
Was medical treatment provided	No		Yes		Refused Treatment	
Where was treatment provided						

DETAILS OF PERSON REPORTING THE ACCIDENT/INCIDENT

Name	
Tel No	
E mail	
Signature	
Date	

Additional Information
