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**		**Tes**		**Refused Treatment**	
Where was treatment provided						

DETAILS OF PERSON REPORTING THE ACCIDENT/INCIDENT

Name	
Tel No	
E mail	
Signature	
Date	

Additional Information