ACCIDENT AND INCIDENT REPORT FORM

(QM\_OHSD\_GA005\_June 2014)

Ref Number:

Safety Dept. use

 CONFIDENTIAL: The data on this form will be used for accident investigation

 Only and is collected in accordance with the Queen Mary Data Protection Policy.

NOTE: All major injuries and incidents MUST be reported to the Occupational Health and Safety Directorate immediately on 8700 or email hs-helpdesk@qmul.ac.uk

Details of injured person or incident/near miss

|  |  |
| --- | --- |
| Name: | Staff ID number: |
| Job Title: | Ext Number: |
| Staff [ ]  Student [ ]  Postgraduate [ ]  Young Person (<18) [ ]  Visitor [ ]  Contractor [ ]  Member of Public [ ]  Visiting Worker [ ]   |
| Gender: *Male* [ ]  *Female*  [ ]  |
| Campus:  | School / Institute: | Department: |
| Manager/Supervisors Name: | Email address: |

What Happened?

|  |
| --- |
| Date and time of occurrence:  |
| Location/Building: | Inside Building [ ] orOutside building [ ]  | Room:  | Stairwell [ ] orCorridor [ ]  |
| Eye witnesses Yes[ ]  No [ ] Name(s)Contact Details :  |

Name of person reporting accident / incident / near miss

|  |  |
| --- | --- |
| Name:  | [ ]  Please tick box if you are a College First Aider |
| Contact Address | Contact Telephone Number(s) |

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Summary of the accident/incident or near miss

|  |
| --- |
|  |

|  |
| --- |
| Medical treatment:  |
|  None [ ]  |  GP seen[ ]   |  |
|  First Aid [ ]  |  Accident and Emergency Attended [ ]  |  Ambulance Called [ ]  |
| Same Day return to work? Yes [ ]  No [ ] Was the injured person off work for more than 7 days? Yes [ ]  No [ ]  Was the injured person off work for more than 3 days? Yes [ ]  No [ ]   |
| Has the accident /near miss been reported to the Departmental/School/Institute Safety Coordinator and Line Manager?  Yes [ ]  No [ ]  |
| **If no, copy this report as soon as possible to S/I/D Safety Coordinator and Line Manager.** |

Please return this form to Health & Safety, Queen Mary, University of London, Mile End Road, London E1 4NS or email completed form to hs-helpdesk@qmul.ac.uk