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](mailto: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  or  Outside building | Room: | Stairwell  or  Corridor |
| 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](mailto:hs-helpdesk@qmul.ac.uk)