INCIDENT AND ACCIDENT REPORTING FORM

Incident reporting

Tick where appropriate to rate the incident/accident (refer to appendix 2 of policy)

Low Risk   Medium Risk   High Risk

                                                            Yes   No

Was anyone affected or injured by incident / event?
If yes, please also complete a blue H.S.E. Accident form and notify appropriate managers immediately.

Details of person reporting the incident

Full name   Signature

Job title

Development   Date

Event details

Names of other(s) involved	Staff	Client	Visitor	Other

Type of incident

Near miss	Clinical event	Moving & handling
Personal accident	Drug error	Serious incident
Building damage	Fire event	Other
Security event	Infection control	

Location

Description of event (Refer to Policy Appendix 3)

	Yes	No
Did event involve a service user?		
Was anyone seriously affected / injured by this event?		

If yes, tick appropriate description

Client	Public	Volunteer
Relative Career	Staff	Agency
Visitor	Conyractor	Other

Initial action taken

Outcome

Any other comments

For completion by manager

Which of the following applies to this event?

Violence / aggression against staff	Clients Safety	Security
Discrimination against staff	Serious/Notifiable event	Near-miss
Infection control	Occupational health	Other
Health and safety	Fire	

Rate the seriousness of this event

Negligible   Minor   Moderate   Major   Catastrophic

Actions taken

Report to H.C.C	RIDDOR / HSE	Risk assessment carried out
Report as SUI / NI	Repairs carried out	Referred to occ. health
Reviewed Policy	First aid administered	Care plan reviewed
Police informed	Health & safety manager informed	Other

Yes   No

Has a team debrief taken place following the incident?

Simple root cause analysis

Incident description

Consequences

Preventative measures

	Yes	No

Is a national Patient Root Cause Analysis required to assess this incident in more detail?

If yes, who will complete it?

Full name   Signature

Job title

Development   Date

Thank you for reporting this incident
The information provided by you will be held within OneCall24 database and will be anonymised for data analysis.