

INCIDENT REPORT

This form must be used to record any injury, disease or dangerous occurrence (under RIDDOR legislation). Any actual injury must also be recorded in the Accident Book (Form BI 510).

In addition this form may be used to report any "near miss" that falls outside these categories but where it is felt that lessons could be learnt.

Return this form to: Waterway Recovery Group, Island House, Moor Road, Chesham, HP5 1WA

Date:	Time:
Site Leader:	Job Leader (if any):
Project:	
Exact Location:	
People involved:	
Other parties informed:	
Details of the incident (include weather/ground conditions etc):	

Corrective action taken immediately:

Suggested additional corrective action:

Report completed by:
