

Incident Report Form – West Preston Baptist Church

Step 1: When did the incident happen?

Date of Incident DD/MM/YYYY:

Time of Incident:

AM PM

If you did not see the incident, when were you first told about it? DD/MM/YYYY:

Time first told:

AM PM

Step 2: Who was involved?

Please complete for each **Person** involved in the incident

| # | Family Name | First Name | Name of group | Phone | Tick box if injured | Tick box if medical attention required |
|---|-------------|------------|---------------|-------|--------------------------|--|
| 1 | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | | | | | <input type="checkbox"/> | <input type="checkbox"/> |

Step 3: Where did it happen?

Location within Church premises:

Step 4: What happened?

Incident details should be a brief factual account of the Incident. Include who was involved; how, where and when the incident occurred; who was injured and the nature and extent of injuries (if applicable).

Describe the incident and the immediate response:

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|---|
| Equipment or Property damaged? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Details of damage |
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| | |
|--------------------------|-----------------|
| Reporting Person's name: | Reported to: |
| Signed: | Date of report: |
| | Time of report: |

| |
|---|
| Step 5: Actions taken to reduce or eliminate risk / hazard |
| <i>Actions should be taken quickly. They should reduce or eliminate the risk.</i> |
| Describe what action has been taken in response to the incident: |
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INCIDENT REPORT WRITING GUIDELINES

A well-written report is complete and covers *who, what, where, when, why, and how*. It does not leave unanswered questions. For example, don't stop with who the victim was and who responded to the call. Include who discovered the incident, who witnessed it, other people whom you notified, and so on, as appropriate

A Good Report Is:

- ✓ Accurate and Specific
- ✓ Factual
- ✓ Objective

Who?

- Who was directly involved?
- Who discovered the incident?
- Who reported the incident?
- Who witnessed the incident?
- Who responded to the incident?
- Who took what actions?
- Who is the responsible party?
- Who was notified of the incident? (Did you call parents, an ambulance, police, or other)

What?

- What happened? (Include type of incident and enough details to describe it fully)
- What property was involved and to what extent?
- What actions did you take?
- What were the results of your actions?
- What equipment was used?

Where?

- Where did the incident occur?
- Where do responsible parties and other key people live/work?

When?

- When did the incident happen?
- When was the incident discovered and reported? (Delays between when the incident occurred and when it was discovered and reported can be significant.)
- When was the incident brought under control?
- When will follow-up activities take place?

Why?

- Why did the incident occur? Was it accidental or intentional? What factors contributed to the incident?
- Why did you take the actions you did? (This is particularly important if you deviated from standard procedures or if anything unusual happened.)

How?

- How did the incident occur?
- How was the incident discovered?
- How is this incident related to other incidents (if applicable)?
- How was information obtained?