



Markets Manual Key Information sheet: 7

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ACCIDENT/INCIDENT REPORTING

- An accident/incident form should be completed for all accidents and near misses.
- The form should be completed with the injured party immediately after the incident or arrange for a 3rd party to complete the form on behalf of the injured person.
- If it is not possible to complete the accident form at the time of the incident the form can be completed at a later date. It is advised that you obtain as much detail from the injured person as possible at the time of the incident.
- A separate form should be completed on behalf of each injured person.
- The completed form should be passed to your line manager, supervisor or the relevant department responsible.
- Where possible photographs of the location of the incident should be attached to the form.

- Where the accident is a slip, trip or fall it is important that any additional factors be recorded, information such as weather conditions on the day and condition/type of footwear worn by the injured party.
- The information on the form should be factual and not the opinion of the person completing the form.

ACCIDENT / INCIDENT REPORT FORM

Nature of Incident/Accident (trip/slip/fall/crush)		
Location of Accident/Incident		
Date of Accident/incident:	Time of Accident/incident	
Name of Person Affected/Injured		
Home Address		
Date of Birth:	Contact No:	
Details of Incident/Accident		
Where any Substances Hazardous to health involved? YES / NO If Yes has a separate COSHH Report Form been completed? YES /NO		
Person Reporting		

Accident/Incident (If not affected person)		
Address		
Witnesses (if any)		
Name Address Contact number	Name Address Contact number	
Additional Information Remedial Action Taken / Recommendations Given to Prevent Further Risk.		
Details of Person Completing this Report		
Name Address	Position in Company Date Signed	