



Incident Report Form

In the event of an incident, the following procedure should be followed by the bar or organisation:

- Fill in 2 copies of the Accident Reporting Form for **ALL** accidents.
- Make contact with next of kin if serious enough.
- One copy of form to incident folder.
- Forward 1 copy to designated person for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action.
- Sign off on any action required from senior management officer.

Name of organisation: Hennessey Cocktail Lounge

Management: Stephen Dare

Address: 2 King Street, Brixham TQ5 9TF

Email address: hennesseycocktails@outlook.com

Description of incident:	
Date of birth:	
Next of kin:	

Accident information:

(To be recorded by organisation, shared with relevant staff and parents)

Date of accident:	Time of accident:
Date reported:	Time reported:
Accident reported by who:	
Location of accident:	
Details of injury:	
Nature and how accident happened	
Did anyone witness the accident:	Yes / No (If Yes, state witness name/s and details below)

Name of witnesses and contact information:	
First aid involved: (please provide details)	
Parents/next of kin notified:	Yes / No (If Yes, by whom and when below)
Parents/next of kin notified by whom and when:	
Form completed by:	
Recommended action to be taken:	
Refer to designated person's:	Yes / No (If Yes, signature and name below)
Signature:	
Print name:	

