



The Anglican Church of Luxembourg

Accident / Incident report

Date and time of accident/incident.....

Where did the accident/incident happen?

Describe what happened stating clearly:

- Who was involved
- Who was hurt or what was damaged as a result of this accident/incident
- Who else was present at the time and if they observed the accident/incident

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What happened to the injured person following the incident/accident? (e.g. went home, went to hospital, carried on with session)

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What else was happening in the room at the time of the accident/incident?

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What action was taken?

If First Aid was necessary, by whom was this administered?

Did anyone involved require to be taken to the hospital?

If yes, who took them?.....

Was it necessary to call in outside help? E.g. ambulance, police, fire brigade

To whom was the accident/incident reported?

When was the accident/incident reported?

All of the above facts are a true and accurate record of the incident/accident.

SIGNED.....NAME..... DATE:.....