Accident / Incident / Near Miss Report Form

Name of injured person(s)	
Date of accident/incident/ near miss	

Incident / near miss

Undesirable occurrence	
Damage only	

Accident

Ill health	
Minor injury	
Serious injury	
Major injury	

Details of the incident or accident

1. What was the injured person actually doing at the time of the accident/incident?
2. How did the injury/damage occur and what caused it?
3. Describe the injuries/damage caused and any outstanding problems?
4. What emergency measures were taken?
5. Names of any witnesses.
6. Name of Task Leader of the area where the accident/incident occurred.

7. Detail any equipment involved in the accident/incident. Name of equipment, model no, serial no etc.
8. Detail any problems or anything different about the working conditions where the accident/incident occurred?
9. Were adequate safe working procedures in place e.g. risk assessment controls and were they followed?
10. What PPE was being worn by the person injured/present at the time of the accident/incident?
12. Did the injured person, or other party(ies) involved in the accident/incident, understand the risk assessment, and any health & safety instructions or methods of work? *12(a) Was their first language English? If not, please state first language(s).*

Recommendations

Detail recommendations to reduce risks or remove hazard.

Initial investigation carried out by:	*Date:*
Name (Capitals): *Signature:* *Email:*	
Further investigation required? *Yes/No*	

Send a copy of this form to: greenspacetask@stockport.gov.uk or via post to The Greenspace Team, Public Realm, Endeavour House, Bredbury Park, Bredbury, Stockport. SK6 2SN