



Lockton Solicitors

## CENTRAL INCIDENT LOG (ENGLAND & WALES)



| Date of Incident                                   |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Staff Member Responsible                           |  |  |  |  |  |  |
| Details of Incident                                |  |  |  |  |  |  |
| Category of Incident (eg Breach/ Claim/ Complaint) |  |  |  |  |  |  |
| Consequences of Incident                           |  |  |  |  |  |  |
| Steps to be Taken/Action Agreed                    |  |  |  |  |  |  |
| Timeframe for Agreed Action                        |  |  |  |  |  |  |
| Person Responsible for Agreed Action               |  |  |  |  |  |  |