



Ingleborough
Archaeology Group

Health & Safety Policy

Appendix 4: Record of an Accident Incident or Near Miss

Date	
Activity	
Activity Leader & phone no.	

All accidents or incidents that need first aid and/or emergency services attention, and any near misses that could have resulted in such accidents, must be recorded. The completed form should be sent to the IAG Health & Safety Officer without delay. The form will be retained securely by IAG for six years.

About the person who was injured or who needed medical attention

Name: Telephone:

Address:

If the person is under 18 years, give age of the child and name of Responsible Adult

Age of child: Name of Responsible Adult:

Address:

Telephone: Relationship to child:

About the accident, incident or near miss (continue on reverse if necessary)

Say **WHEN** and **WHERE** it took place

Say **WHAT HAPPENED**

If an injury was suffered, say what it was and how dealt with (continue on reverse if necessary)

Say **WHAT** was the injury:

Say **HOW** it was dealt with:

Please sign this record and date it

Your name: Signature: Telephone:

Your address (if was not you who had the accident):

The IAG Health & Safety Officer is:

Mike Short, Lower Moss Farm, Keasden, Clapham, North Yorkshire LA2 8EU. Tel: 0791 333 1403