Incident and near-miss record

Property

Record number / date opened

Date and time of incident

Exact location in or around the property

Person(s) involved (name, age if a child, contact)

Guest / cleaner / contractor / visitor

- [ ] Injury
- [ ] Illness
- [ ] Fire or smoke
- [ ] CO alarm activation
- [ ] Gas or fuel leak
- [ ] Water leak or flood
- [ ] Hot tub incident
- [ ] Trip, slip or fall
- [ ] Near miss (no harm this time)
- [ ] Damage to property
- [ ] Other

What happened, in the words of the people involved where possible

Injuries and treatment given (first aid, 111, 999, hospital)

Witnesses (names and contact)

Photos / evidence kept (where)

Immediate action taken to make things safe

Follow-up

- [ ] Insurer told (date and reference)

- [ ] Reported under RIDDOR (date and reference)
- [ ] Fire risk assessment reviewed
- [ ] Legionella / hot tub assessment reviewed
- [ ] Contractor instructed
- [ ] Guest followed up

What will stop it happening again

Recorded by

Date