Incident Reporting Form

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Version: 1.0
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Incident Details

Date of Incident: _____

Time of Incident: _____

Course/Event Name: _____

Venue: _____

Course Lead / Instructor: _____

Person Reporting the Incident

Name: _____

Role:
☐ Delegate
☐ Instructor
☐ Associate Contractor
☐ Venue Staff
☐ Visitor
☐ Other: _____

Contact Details: _____

Date Report Completed: _____

Person(s) Involved

For each person involved, record:

- Name
- Role (Delegate/Instructor/Visitor/Patient/Other)
- Organisation (if applicable)
- Contact Details (if appropriate)

Type of Incident

Tick all that apply.

☐ Injury or illness

☐ Near miss

☐ Equipment failure

☐ Clinical simulation incident

☐ Sharps injury

☐ Exposure to blood/body fluids

☐ Manual handling

☐ Slip, trip or fall

☐ Fire or evacuation

☐ Violence or aggression

☐ Safeguarding concern

☐ Information governance/data breach

☐ Security incident

☐ Property damage

☐ Environmental hazard

☐ Other

If ‘Other’ is selected please elaborate:

Description of the Incident

Please provide a factual account of what happened.

- What happened?
- Where did it occur?
- Who was involved?
- What was happening immediately beforehand?
- What happened afterwards?

Immediate Actions Taken

Describe any immediate actions taken to make the situation safe.

Injuries or Harm

Was anyone injured?

☐ No

☐ Yes

If yes, provide details including:

- Nature of injury
- Body part affected
- Severity
- Treatment provided
- Was emergency medical assistance required?

Equipment Involved

Was equipment involved?

☐ No

☐ Yes

If yes:

Equipment Name:

Serial Number (if applicable):

Was the equipment removed from service?

☐ Yes ☐ No

Any additional notes:

Witnesses

External Notifications

Has the incident been reported to:

☐ Venue Management

☐ Emergency Services

☐ Police

☐ Health & Safety Representative

☐ Insurer

☐ RIDDOR (where applicable - see ‘Page 9’)

☐ Other:

If ‘Other’ is selected please elaborate:

Contributory Factors

Tick all that apply.

☐ Human factors

☐ Environmental conditions

☐ Equipment failure

☐ Inadequate supervision

☐ Communication issues

☐ Training issue

☐ Procedural issue

☐ Other

If 'Other' is selected please elaborate:

Risk Assessment

Initial Risk Rating *(please review Risk Assessment Form specific to the course of incident occurence)*

Likelihood:

Severity:

Risk Score:

Investigation (Management Use)

Investigating Officer:

Date Investigation Started:

Summary of Findings:

Root Cause(s):

Corrective & Preventative Actions

Action/s required, person/s responsible and completion date

Incident Outcome

☐ Closed with no further action

☐ Learning shared

☐ Policy updated

☐ Additional training required

☐ Equipment replaced/repaired

☐ Further investigation required

☐ Other

Sign Off

Reported By

Name:

Signature:

Date:

Course Lead / Manager

Name:

Signature:

Date:

Investigating Officer

Name:

Signature:

Date:

Lessons Learned

Summary of learning points:

Action disseminated to:

☐ Faculty

☐ Associates

☐ Delegates

☐ Directors

☐ Governance File

☐ Future Courses

RIDDOR Guidance

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places a legal duty on employers, self-employed persons and those in control of work premises to report certain work-related incidents to the Health and Safety Executive (HSE).

Examples of incidents that may be reportable include:

- Fatalities.
- Specified serious injuries (e.g. fractures other than fingers, thumbs or toes, amputations, loss of sight).
- Injuries resulting in an employee or self-employed person being unable to perform their normal duties for more than **7 consecutive days**.
- Certain occupational diseases.
- Dangerous occurrences (specified near misses).
- Work-related incidents involving members of the public requiring hospital treatment.

Reporting to VHA Ltd does not automatically mean an incident is reportable under RIDDOR. The Course Lead or Director will determine whether the incident meets the reporting criteria and, where required, submit the report to the Health and Safety Executive (HSE).

For further guidance, refer to the official HSE RIDDOR guidance.

VERSION CONTROL

Version	Created / Updated	Author / Reviewer	Review Date
1.0	28th July 2026	Philip Poskitt (Founder & Director)	28th July 2027

Company Information

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