

INCIDENT REPORT

This form must be used to record any injury, disease or dangerous occurrence (under RIDDOR legislation). Any actual injury must also be recorded in the Accident Book (Form BI 510).

In addition this form may be used to report any "near miss" that falls outside these categories but where it is felt that lessons could be learnt.

Return this form to: Waterway Recovery Group, 3 Norfolk Court, Norfolk Road, RICKMANSWORTH. WD3 1LT.

Date:	Time:
Site Leader:	Job Leader (if any):
Project:	
Exact Location:	
People involved:	
Other parties informed:	
Details of the incident (include weather/ground conditions etc):	

Corrective action taken immediately:

Suggested additional corrective action:

Report completed by:

INCIDENT REPORT

This side to be completed by Head Office only

Received on:

Head Office Reference:

Circulate initial report to:	Yes/No	Date sent
Chairman		
Board		
Committee		
Regional Groups / Active IWA / NWF		
Local Canal societies		
Annual H and S Audit		
Other		

Action taken:

Board Minute (if any):

Circulate completed report to:

Chairman	
Board	
Committee	
Regional Groups / Active IWA / NWF	
Local Canal societies	
Annual H and S Audit	
Other	