

Incident Report Form Template

A free incident report form for accidents, near misses and dangerous occurrences at work.

How to use this template

1. Complete one form for each incident, as soon as possible while details are fresh.
2. Stick to facts: what happened, where and when. Avoid opinions or blame.
3. Attach photos of the scene and any damage if it is safe to take them.
4. Check whether the incident is reportable under RIDDOR. You can use the free RIDDOR checker at useaccidentbook.co.uk/riddor-checker.
5. Injuries to people should also be recorded in your accident book.
6. Store completed forms securely. They contain personal data, so UK GDPR applies.

Incident Report Form

Reference number: _____

Type of incident

Injury, ill health, near miss, dangerous occurrence, property damage or other

When and where

Date

Time

Site or address

Exact location

People involved

Name of the person affected (if anyone)

Role and person type (employee, contractor, visitor, pupil, other)

Contact details

What happened

Describe what happened, in order

What was being done at the time (task, equipment, substances)

Injury or damage, and body part affected

First aid or immediate action taken

Witnesses

Names and contact details

Follow-up

Is it RIDDOR reportable? (Yes / No) and HSE reference if reported

Causes or contributing factors

Actions to prevent it happening again, with owner and date

Incident Report Form (continued)

Sign-off
Reported by (name, role and date)
Reviewed by (name, role and date)