

## INCIDENT REPORT

Name\_\_\_\_\_

Date/s of incident\_\_\_\_\_

Time of incident\_\_\_\_\_

Location of incident\_\_\_\_\_

### Type of incident

**Accident**

**Injury**

**Complaint made by student, volunteer, tutor, staff**

Examples of complaints that should be recorded include complaints relating to the contract of employment, such as not being paid for services, and more serious complaints, such as allegations of physical abuse, harassment or bullying

**Event or circumstances involving a breach of the Code of Practice**

**Description of the incident:** (details of the incident listed in chronological order and including names and roles of people involved and witness where possible)

**Recommended action to mitigate this incident or future occurrence**

**Report completed by:** \_\_\_\_\_

(print name)

\_\_\_\_\_(signature)

**Dated:** \_\_\_\_\_

Name of Tutor/Level Head

\_\_\_\_\_

(print name)

(signature)

**Follow up action:** (what steps have been taken so far to address the incident?)

**Has the incident been resolved?** (at the time of completing this register)

Yes

No

**Incident Report Register No** \_\_\_\_\_

**Further steps to be taken by the manager/Level Head/Committee**

(if applicable):