

Accident & Near Miss Record

1. About the accident or near miss

Date	/ /	Day of week	Su M T W Th F S	Time
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Please circle the appropriate day.

Type of accident or near miss *

Fatal accident Serious accident Slight accident Near miss

** Please tick appropriate category - see definitions overpage.*

Location of accident or near miss

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Description of what happened *(continue overpage if needed)*

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Description of injury, shock-related impact, and/or damage (if any)

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Given first aid?	Yes / No	Taken to hospital?	Yes / No
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Other comments, e.g., on cause, or other relevant information

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2. The people involved

People directly involved (names & contact details, if known)

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Witnesses (names & contact details, if known)

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3. About this record

Completed by:	
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Contact details: (if not provided above)	
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Date completed:	
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Ref. 2014/

Additional space for description of what happened etc.

Definitions of accidents, as set by the Department for Transport:

Accident = Involves personal injury occurring on the public highway (including footways) in which at least one road vehicle, or a vehicle in collision with a pedestrian, is involved. *Note:* 'Vehicles' includes bicycles and horses.

Fatal accident = An accident in which at least one person is killed.

Serious accident = One in which at least one person is *seriously injured* but no person is killed ('*serious injury*' includes fractures, concussion, internal injuries, crushing, burns, severe cuts, severe general shock requiring medical treatment, and any injury for which a person is detained in hospital as an in-patient).

Slight accident = One in which at least one person is *slightly injured* but no person is killed or seriously injured ('*slight injury*' includes an injury of minor character such as a sprain, bruise or cut which are not judged to be severe, or slight shock requiring roadside attention).

Definition of 'near miss':

Near miss = An incident that did not result in injury but had the potential to do so. *For the purposes of these records, this will include incidents that result in damage to property but no injury.*

Note: The Department for Transport does not report on near misses; however, near misses clearly highlight the potential for accidents and, therefore, help to assess the risk. All health and safety legislation stresses the importance of recording near misses.