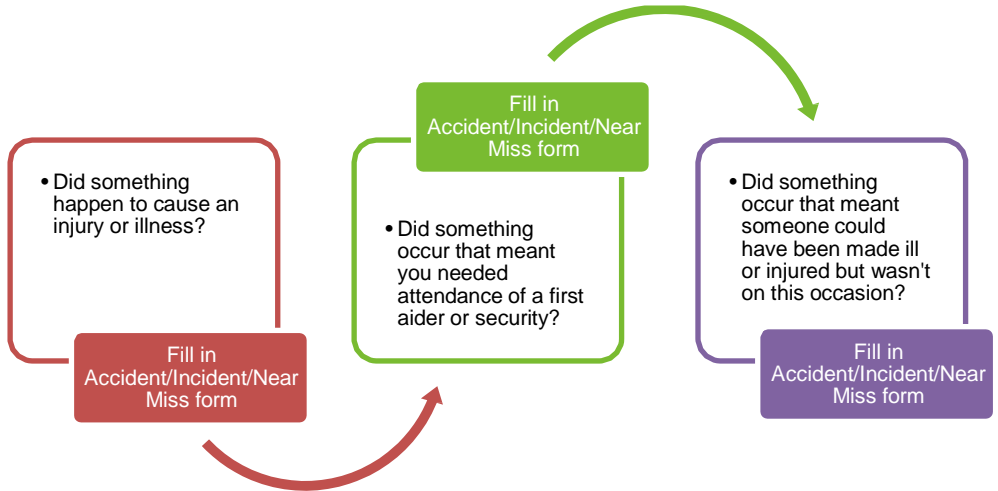


Accident, Incident & Near Miss Reporting

Please remember that all accidents, incidents and near misses are reported to the Occupational H&S Office.



The Accident, Incident & Near Miss report form can be completed online ([Link to Online Form](#)) or downloaded from the H&S StaffNet/StudyNet sites, obtained from first aiders or directly from the Health & Safety Office.

Completion of this form will enable the Occupational H&S Office to facilitate any follow-up.

Please provide as much information as possible to help us gain a clear picture of what happened.

Copy the form to your line manager and to the local safety contact for your department. The original should be sent to the Occupational H&S Office.

If you need extra help with this, please do not hesitate to contact the Occupational H&S Office or email us at:

safety@herts.ac.uk

The screenshot shows the 'Accident/Incident/Near Miss Report Form' from the University of Hertfordshire. It includes a header with the university logo and a 'For office use only' field. The form contains instructions on when to complete it and a list of items to be completed in block capitals. The form is divided into sections for 'NAME OF AFFECTED PERSON', 'TIME AND PLACE OF ACCIDENT/INCIDENT/NEAR MISS', and 'WITNESSES'. The 'NAME OF AFFECTED PERSON' section includes fields for Surname, Forename, Job Title/Course Code, School/Dept, Staff/Student ID Number, Post Code (Home Address), Tel No, and Email. The 'TIME AND PLACE OF ACCIDENT/INCIDENT/NEAR MISS' section includes Date, Time, Place, Campus, Location, and Accident type (Accident, Incident, or Near Miss). The 'WITNESSES' section includes Name and Contact Details.