



## Incident Report Form

### For Completion at Time of Incident

This form is not to be given to anyone outside PCNSW.

Accidents and incidents where someone is injured on church property or during an event that the church is running do happen from time to time. Accidents are those things that are unexpected. Incidents are an act that harms someone, such as bullying or fighting.

**CHURCH/SCHOOL/COMMITTEE:**

#### Details of Injured Person

**Name of Injured Person** (if Third Party did not give name - provide description):

Address:

Status of Injured Person:

Approximate Age (years):

#### Details of Incident

1. When did the incident occur?

Date:

Day:

2. Staff / Committee member to whom injury/accident was reported:

Date reported:

Time :

How was injury reported?

3. Apparent nature of injury/damage:

4. Where did incident occur? Be specific: - attach site map and photographs, if possible)

5. Did the accident / incident occur travelling to or from an activity? Yes      No

6. Did the accident / incident occur during an authorised activity or normal programmed hours? Yes      No

7. If yes, was the activity supervised? Yes      No

8. If yes, please provide the supervising leader's name:



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9. If yes, what activity was in progress at the time of the accident / incident?

10. Was the injured person doing voluntary work at the time of the accident? Yes      No

If yes, describe the type of work:

11. Medical Assistance: Please select the most appropriate:

No first aid was required

First aid was administered and the person continued in the programme / to work

First aid was administered and the injured person went home

First aid was administered and the person was taken to hospital

First aid was administered and an ambulance was called

12. Name of any witnesses: (Contact Details Required – Names, Addresses and Phone Numbers):

13. Relationship of witness to the injured person:

14. Is another party / organisation involved? (Please provide details)

15. Outcome anticipated: (Including whether you think the injured party left satisfied or do you think we will hear from them again?):

Reported by:

Name of Person Making the Report:

Position:

Church/School/Committee:

Signature:

Date:

Email:

Phone: