

# RUGBY BAPTIST CHURCH

## Accident & Hazard Report Form

**To report an accident, complete ALL sections. To report a near miss, hazard or unsafe condition, complete sections with bold headings**

Injured person

Surname

Forenames

Address

Post code

Telephone number

Date of birth

*Please delete as appropriate:*

Employee / Voluntary leader / Member / Contractor / Visitor

Date and time of accident

### **Date and time reported**

Details of injury (specify left or right side), and/or loss or damage and action taken

First-aid administered by

*Please delete as appropriate:*

Ambulance called    Taken to hospital    Taken home

Name and address of witnesses

### **Location of accident or hazard**

### **Description of accident or hazard**

**Person completing this form:**

**Name**

**Address**

**Post code**

**Signature**

**Telephone**

**Date**

**Completed form to be sent to Mark Ledingham, 119 Clifton Road, Rugby CV21 3 QJ, or via email to [mark.ledingham@btinternet.com](mailto:mark.ledingham@btinternet.com)**