



Bournemouth Council for Voluntary Service

Registered charity No. – 108381 Company Reg'd in England & Wales No. 4024662

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13. BCVS ACCIDENT/NEAR MISS REPORT FORM

This form should be completed in the case of all accidents and near misses.

Part 1 of this form can be filled out by any person and a copy retained by the person suffering the accident/near miss. The form should then be handed to the Finance Officer, or in their absence the Chief Executive Officer, for investigation and completion of Part 2. This must be done as soon as is practicable, particularly in potentially serious cases, as the incident may be reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and time limits apply.

The form refers to an incident in which a person is actually injured but should also be used in the case of a 'near miss'. In the case of a 'near miss' the person who would have been injured should be treated as the person injured. A 'near miss' is an event which was likely to have caused injury but did not do so due to chance circumstances. For example, a person might trip over an exposed lead but fall without injury or a worker might drop a heavy item narrowly avoiding their feet.

Part 1

1. Name of person injured	
2. Job title of person injured (or specify visitor/contractor etc.) In cases where the person is not a CVS employee include address and telephone details.	
3. Location of incident	

4. Names & contact details of witnesses	
5. Name of person completing sections 1-10 of form	
6. Job title of person completing form	
7. Brief description of incident	
8. Brief description of injury	
9. Details of any property damage	

Part 2 (to be completed by Finance Officer or CEO)

10. Name & job title of person completing investigation	
11. Does RIDDOR apply? See www.hse.gov.uk/pubns/indg453.pdf <ul style="list-style-type: none">• Death• Major injury• Incapacitation of more than 7 consecutive days (incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.• Non-employee taken to hospital Report must be made within fifteen days from the day of the accident.	
12. If reportable, date & time reported & name of person reporting? (http://www.hse.gov.uk/riddor/report.htm Attach copy of report when received from contact centre.)	
13. Details of enquiries conducted	

14. Full extent of injuries/damage/ staff time loss etc.	
15. Did the accident result in an incapacitation of more than 3 days?	
16. Cause of incident	
17. Action needed to prevent re- occurrence	
18. Investigation & actions approved by CEO (Sign & date)	
19. Other comments from CEO	
20. All actions complete (Name, Sign & Date)	