

# Incident Report Form

To be part of crisis management procedures.

The company policy is to require all hotels to report all injuries, accidents, losses, damage, fires, near misses or any other incident that could result in a claim against the company. This also includes any issues of modern slavery. Reporting an incident or claim is the responsibility of the General Manager/Anti-Slavery Champion.

SEND THIS COMPLETED REPORT TO:	
Head Office: [specific contact] Via email: [x email address]	Second contact: [specific contact] And cc email to: [x email address]

Hotel		Hotel telephone	
Full address of hotel			
Manager dealing with this incident		Direct contact tel. no.	Today's date

PERSON INVOLVED							
Full name							
Private address							
Job title (for employee only, if employee is the person involved)							
For others, give status	Guest		Visitor		Staff		Contractor

THE INCIDENT			
Serious?		Minor?	
Name of person reporting		Date/time of incident	
Specific location of incident		Accident Book entry no.	

TYPE OF INCIDENT					
Slip, trip or fall		Fire/explosion (inc false alarm)		Vehicle damage	
Fall from height		Contact with fixed/stationary object		Security incident	
Lifting or carrying		Struck by vehicle or moving object		Theft	
Burn or scald		Drowning or near drowning		Sexual assault/rape	
Cut or laceration		Food injury, illness or complaint		Enforcement activity	

TYPE OF INCIDENT					
Contact with electricity		Medical condition		Press/media report	
Contact with hazardous substances		Property damage		Sudden death	
Modern slavery					
Other: (Please specify)					

NATURE OF INJURY SUSTAINED (please specify)

<b>DETAILS OF THE INCIDENT</b> (Include a clear description of what took place, where the incident happened, the materials, equipment and people involved, and list of any witnesses. Continue on a separate page if necessary)

NAME/ADDRESS OF WITNESSES	
1.	
2.	
3.	

ACTION TAKEN BY HOTEL					
Develop/revise written procedures		Improve job training/retraining		Provide additional instruction/supervision	
Complete/review Risk Assessment		Increase maintenance schedule		Provide inspections/observations	
Initiate/revise/enforce rules		Install/replace/adjust machine guards		Provide/monitor use of protective equipment	
Improve emergency procedures		Modify/replace tools/equipment		Rearrange equipment/area	
Improve housekeeping in area		Provide additional employees		Other (describe below)	
None of the above:					

REPORTING				
Who has been notified of the incident? (e.g. Emergency services, General Manager, Director etc.):				
Emergency Services (Please Specify):				
Is the incident reportable to the Environmental Health Officers, Local Authorities under RIDDOR	Yes		No	
If yes, has the incident been reported to the relevant Environmental Health Officers, Local Authority	Yes		No	
If the incident is in relation to modern slavery, is this reportable to the police?	Yes		No	
If yes, has the incident been reported to the police/Modern Slavery Helpline, Tel: 999/0800 012 1700 using the information overleaf? Please include incident number and full details in your report.	Yes		No	
Report completed by			Date	

## Modern slavery incident

Questions police may ask at time of reporting:

What is the current location of the suspects and victim? (ie: hotel room number, area of hotel, etc)
Concise description of both the suspect and the victim.
If known, names and date of birth of both suspect and victim.
Any vehicles involved: colour, make, model and vehicle registration.
What are the specific reasons for concern?
If suitable please give scene preservation advice.

Time and date of reporting	
Police incident number	
Name of police officer	