

Documentation Available:		Yes	No
<i>Please forward copies of the documentation to the Health and Safety Team.</i>			
Pre-accident risk assessment		<input type="radio"/>	<input type="radio"/>
Post-accident risk assessment		<input type="radio"/>	<input type="radio"/>
Written information or instruction given to member of staff (including safe working procedures)		<input type="radio"/>	<input type="radio"/>
Formal training records covering the activity		<input type="radio"/>	<input type="radio"/>
Detail below the documentation issued together with dates, if known. If there are no records, outline below the verbal instructions that were issued:			
First Aid Record		<input type="radio"/>	<input type="radio"/>
Photographs of accident scene or sketch of area		<input type="radio"/>	<input type="radio"/>
Statements of injured persons or witnesses		<input type="radio"/>	<input type="radio"/>

Safety Forum at which incident was discussed:

Additional Information:

Signed:..... <i>Investigating Officer</i>	Date:.....
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April 2006