**INCIDENT / EVENT / NEAR MISS REPORTING FORM**

This Form can be used instead of the full Accident Report Form **but** only if no person has been harmed. The Form is suitable to report potentially dangerous situations, unsafe practices and near miss incidents.

Once completed please save the Form (for your record) and email to [healthandsafety@bangor.ac.uk](mailto:healthandsafety@bangor.ac.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name: |  | Dept. / College: |  |

**WHEN DID the INCIDENT / EVENT / NEAR MISS OCCUR / WAS SEEN:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Time: |  |

**Location:**

|  |  |  |  |
| --- | --- | --- | --- |
| Building: |  | Room No: |  |
| Other: | *Please describe if ‘other’ eg outside, in a corridor, stairwell* | | |

**Details (click on box):**

|  |  |  |  |
| --- | --- | --- | --- |
| Unsafe Act: |  | Unsafe Condition / Situation: |  |
| Unsafe Equipment / Material: |  | Risk to Environment: |  |
| Unsafe Vehicle / Driving: |  | Other: |  |

**WAS A PERSON INVOLVED - IF SO WHO (click on ‘Choose’ below and select from menu):**

Choose person:

**PLEASE GIVE A BRIEF DESCRIPTION OF THE EVENT / INCIDENT / NEAR MISS YOU ARE REPORTING:**

|  |
| --- |
|  |

**PLEASE DETAIL ANY IMMEDIATE ACTION TAKEN (eg reported to Estates Helpdesk):**

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|  |