

Example violent incident report form

Personal details of the person reporting incident	Full name: Job title: Address where incident occurred:			
Personal details of injured person	Title: Mr/Mrs/Miss/Ms/Other			
	Name:			
	Home address: Postcode:			
	Daytime telephone:			
	Age: 0-10 □ 11-16 □ 17-25 □ 26-45 □ 46-60 □ 60+ □			
	Employee			
	Customer			
	Other (eg contractor, passer-by)			
Date/Time of incident	Date:		Time:	
Location of incident (including a sketch if possible) and any other relevant information				
Type of incident	Verbal abuse/threat		Physical attack	
	Theft		Anti-social behaviour	
Please indicate the nature of the injury you are reporting	Near miss Cut		Burn	
	Bruise		Scald	
	Strain		Other (specify)	
Please state in detail what happened. Give an account of the incident, including any relevant events leading to the incident and individuals involved including full description of aggressor/assailant(s)	Damage to property:			
Who assisted the injured person?	Name:			
What action has been taken?	Injury related		Security	
	First aid		Police called	
	Ambulance		Other (specify)	
Was the injured person taken to hospital and off work for more than 3 days? Yes □ No □				
Were there any witnesses at the time of the incident?	Name:		Contact#:	
	Name:		Contact#:	
What action has been taken to ensure that this type of incident does not reoccur, eg have risk assessments been reviewed? Record actions. For Management/HR use only:	Name:		Contact#:	
RIDDOR Reportable? Yes \(\Boxed \) No \(\Boxed \) Followed up by Management/HR on (date)				