



## EAST DUNBARTONSHIRE COUNCIL INCIDENT REPORTING FORM PART ONE

1 DIREC	CTORATE							
DEPA	RTMENT							
LOCA	ATION							
2 INCIDENT		Date of Inc	cident		Time of Incident			
Site:								
Address:								
Telephone:								
Council Property	Yes		No 🗆					
3 INJURED I	PERSON	Nature of 1	Injury (state part and sic	le of body a	ffected)			
Full Name:					Work Base:			
Home Address:		•••••			. Address:			
Post Code:								
Employee Ref No								
Occupation:								
Age:		• • • • • • • • • • • • • • • • • • • •	Sex M □ F □	STAT	US: Council Employee □ Work Experience □			
Disposal:	Resumed work $\square$ Sent home $\square$				Member of Public □ Pupil □			
Advised to see own doctor □ Sent to Hospital □					Other			
Consent for Trade Union Representative to view personal details  Yes/No* delete as appropriate								
4 ABOUT YOU, THE PERSON COMPLETING THIS RECORD								
E IIN								
Full Name:								
Home Address:					Post Code			
Occupation					. 0.0 00.00			





## EAST DUNBARTONSHIRE COUNCIL INCIDENT REPORTING FORM PART TWO

5 DESCRIPTION OF INCIDE	NT AND CAUSE	LOCATION							
		• • • • • • • • • • • • • • • • • • • •	Witness:						
6 RIDDOR 1995	Is incident Reportable under RIDDOR (tick as appropriate):								
NO ☐ Reason? Minor Injury ☐ No Injury ☐ Less than 4 days absence (state number of days) ☐									
YES $\square$ Reason? Fatality $\square$ Major Injury $\square$ Hospitalisation (over 24 hours) $\square$ Over 3 days absence $\square$									
Dangerous Occurrence 🗆 (Please specify )									
Reportable Disease   (Pleas	se specify)								
Date accident form F2508/F2508A completed									
7 DEPARTMENT MANAGER	Name	Name Designation							
Work Base:			ate Reportedelephone:						
100phono.									
ACTION TAKEN BY DEPARTMENT TO PREVENT RECURRENCE:									
Signature:			Date						

The personal information given on this form will be held securely and processed by East Dunbartonshire Council in accordance with the Data Protection Act 1998. The Information will be used to fulfil the Council's obligations under RIDDOR legislation and for internal investigation regarding the reported incident.