

INCIDENT/HAZARD REPORT CARD

To record any incident that caused or could have caused harm, or any hazard observed.

Please fill in and hand this card to appropriate Parish/Diocese representative.

Location	Country Church, Store room number 2
Date & time	13/01/17
Name of injured person (if applicable)	No injury Type of injury/treatment:
Name/role of person filling in this card.	Jane Doe (Parish committee member)

Circle one of the below categories		
Incident resulting in injury	Near miss	Hazard observed

Describe what happened, or hazard. (the more details the better)

When putting the tables and chairs away we noticed that they weren't being stacked safely, There is not enough space so they are being stacked too high - they could fall, and also people could strain themselves lifting them up or down.

What has been done to make safe?

We cleared out the next room and stacked some of the tables in there.
Suggest this is raised at Parish meeting, and signs put in that store room so people know how high they should stack.

Parish/Diocese representative receiving card	Angela Smith (Parish Secretary)
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