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

**Please fill in and hand this card to a Parish representative.**

|  |  |
| --- | --- |
| **Location** |  |
| **Date & time** |  |
| **Name of injured**  **person** | **Type of injury/treatment:** |
| **Name of person reporting** |  |

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

|  |
| --- |
| **Describe what happened, or hazard. (*the more details the better*)**  **What has been done to make area safe?** |

|  |  |
| --- | --- |
| **Parish representative receiving card** |  |