**Methodist Church of New Zealand Caring for Our People**

**Abc Church Manaakitia ā Tātou Tāngata**

**Street Address, Town**

**INCIDENT REPORT**

Name:

I had, or witnessed a:

❑ Near Miss [nothing happened but it might/sticking plaster or less to fix]

❑ Minor Incident [more than a sticking plaster/people had to help]

❑ Major Incident [major first aid/doctor follow up/ambulance/hospital/
 stop work/asbestos/contamination] *Investigation needed Tel. 027 457 4196*.

Date: Time:

Where: (be specific so others can identify the spot)

What happened:

Any action taken to stop this happening again? (who did what, and when)

❑ Fix-it action still to be taken

Suggestions to fix it?

Thank you for helping others and taking the time to fill in this report!

Please give this to [the Parish Council]. **Use other side of the page if necessary**

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**Office Use:**

Prioritise the response needed (circle priority)



Date entered into risk register:

Person taking corrective actions:

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