



ALTON CONVENT SCHOOL

be the best that you can be

ACCIDENT AND INCIDENT REPORTING FOR LETTINGS

| | | | |
|---|----------------|-------------|----------------|
| Date of accident/incident | DD / MM / YYYY | | |
| Time of accident/incident | HH : MM | | |
| What was the nature of the accident/incident? | | | |
| Where did the accident/incident happen? | | | |
| Who was involved in the accident/incident? | | | |
| Was there any damage to property, equipment or other items as a consequence of this accident/incident? | | | |
| What was the Purpose of Hire? | | | |
| Signature | | Date | DD / MM / YYYY |