Risk Manager

Create Accidents & Incidents

Create Report

Accident

*Select Type of Adverse Event

Near Miss

Dangerous Occurrence

Undesired Circumstance

Add location Details

Select Responsible Person

*Choose Immediate Cause

Save As Draft

Enter Name / ID Number

Next step

Complete Incident Details

Date / Time of Incident

Add Injury Details

Details of What Happened

Was First Aid required?

If Yes, enter Name of First Aider & Treatment Details

Save As Draft

Were any Witness Present?

If Yes, enter Witness Details

Next Step

Is RIDDOR reportable?

Confirm Consent Statement

Select 'Create'

Note:
Type of Adverse and Immediate Causes can be customised to your organisation's needs.