

INCIDENT REGISTER			
Form No:	1200-F-06	Version:	1
Revised Date:	30/09/2025	Replaces Version:	New
Review Date:	30/09/2027	Pages	



Information to Include in an Incident Register

- **Date and Time** – When the incident occurred.
- **Location** – Where the incident took place.
- **Description** – A clear, factual account of what happened.
- **Involved Parties** – Names and relevant details of individuals affected or involved.
- **Witnesses** – Names and contact details of any witnesses.
- **Reporting Details** – Date the incident was reported and the method used (e.g., phone, email, in person).
- **Incident Type** – Categorization (e.g., injury, behavioural issue, property damage).
- **Follow-Up Actions** – Steps taken to address the incident and any preventative measures planned.
- **Other Relevant Details** – For example, cultural background or disability information, where applicable (e.g., in child-related incidents).
- **Monitor and Review** – Update procedures if applicable, update Induction for members if applicable.

How to Use an Incident Register

1. **Reporting** – Establish a clear, consistent process for members and volunteers to report incidents promptly.
2. **Recording** – Use an incident form or register to capture all relevant details in a consistent format.
3. **Analysis** – Review the register regularly to identify trends, recurring issues, or systemic risks.
4. **Action** – Use the insights to improve safety, update policies, provide training, or put in place preventative measures.

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Follow Up Actions			Other Relevant Details			
Monitor and Review						
What was changed as a result of this incident?			Have policies or procedures been updated to reflect learnings?	☐ Yes ☐ No ☐ Not Required	Has Induction been updated to reflect learnings?	☐ Yes ☐ No ☐ Not Required

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