

Accident reporting

Access denied.

Burford

Completed (Jan 30, 9:33 AM)

Use this form to record accident details. If the accident involved a customer please use the customer version of this form. Complete on phone or back office PC so statements can be added.

Follow-up tasks

None

Assignees



Craig Harper

Completed

January 30, 2023 9:33 AM

Task steps (16)

Enter name

Completed

Enter the injured persons name in the notes field

Racheal Barton

Current assignee

CH

Craig Harper

Injured person details

CH

Injured person details

Completed

Completed

Record who was involved in the incident.
Please add additional details (such as names, contact telephone number) in the notes field below.
If the injured person is a customer please use the Customer accident task.

Access denied.

STEP ANSWER

- ☒ Colleague
- ☐ Contractor
- ☐ Other

Current assignee

CH Craig Harper
Completed (Updated: January 30th, 9:28 AM GMT)

Enter the colleague employee number below

Completed

Enter the colleague employee number in the response box

STEP ANSWER

423058

Current assignee

CH Craig Harper
Completed (Updated: January 30th, 9:28 AM GMT)

Enter the colleague employee number below

CH Completed

What activity was the colleague completing?

Completed

What activity was the colleague completing?

CH Completed

What work activity was the colleague doing at the time? If more than 1 activity, identify the main activity for this report. If other is selected please add details in the notes field.

Access denied.

STEP ANSWER

- ☒ Replenishment/Merchandising (including cage movement)
- ☐ Customer service/Cashiering
- ☐ Supervising children
- ☐ Delivery/Goods receipt
- ☐ Opening/Closing site
- ☐ Break time
- ☐ Office work activities
- ☐ General movement around site
- ☐ Cleaning/Tidying/Spillage clearance
- ☐ Food preparation/Baking
- ☐ Rubbish and waste removal
- ☐ Other

Add details

Current assignee

CH Craig Harper
Completed (Updated: January 30th, 9:28 AM GMT)

Colleague lost time as a result of injury
Completed



CH Colleague lost time as a result of injury
Completed

Will the colleague have any time off as a result of this injury?

Access denied.

STEP ANSWER

- ☐ Yes
- ☒ No

Unknown at this time

What was the severity of the injury

Completed

Current assignee

What was the severity of the injury

What was the severity of the injury

CH

Completed

STEP ANSWER

- ☐ Death
- ☐ Disease
- ☐ Major Injury/Hospital treatment/Ambulance
- ☒ Minor injury/first aid required
- ☐ No injury/no treatment

Add details

Current assignee

CH Craig Harper
Completed (Updated: January 30th, 9:28 AM GMT)

Location of Incident

Completed

Record where the incident took place

Location of Incident

CH

Completed

STEP ANSWER

Access denied.

- ☐ Internal
- ☒ External

Current assignee

CH Craig Harper
Completed (Updated: January 30th, 9:29 AM GMT)

Outside location of the incident

Completed

Please record where the accident took place.
If other is selected please add details in the
notes field below.

CH Outside location of the
incident
Completed

STEP ANSWER

- ☐ Car Park
- ☐ Footpaths
- ☐ External stairs and steps
- ☐ Food home delivery
- ☐ Nursery garden/Play area
- ☐ Rear yard area
- ☒ Other external location

Add details

Current assignee

CH Craig Harper
Completed (Updated: January 30th, 9:29 AM GMT)

What caused the incident
Completed

Access denied.

What was the cause of the accident. Only use other if nothing else applies

Access denied.

STEP ANSWER

☐ Child caused injury to colleague/customer

☐ Clothing/footwear

☒ Condition of floor surface caused trip, slip or fall

☐ Fainting and collapse related

Select the type of incident



CH

What type of incident?

Completed

☐ Leaking refrigeration

☐ Lighting

☐ Slips/trips and fall - same level

☐ Merchandise stock

☐ Fall different level

☐ Manual handling

☒ Struck/struck by

☐ Obstacles/poor housekeeping

☐ Cut By

☐ Physical abuse by colleague

☐ Caught by/Entrapped by

☐ Physical abuse by customer

☐ Crushed by

☐ Personal awareness

☐ Collapsed

☐ Premises - defective structure

☐ Assaulted by

☐ Spillage/poor housekeeping

☐ Object in

☐ Substance - exposure to Chemicals

☐ Burn - Thermal

☐ Vehicle - contact with moving vehicle

☐ Burn - chemical

☐ Weather

☐ Injection/inhaled

☐ Work practises not followed

☐ Musculoskeletal injury/strains/sprains to

☐ Taken ill/fainting/collapse

☐ Other

☐ Other

Milk cage caught in uneven surface fell on colleagues arm

Current assignee

CH

Craig Harper

Completed (Updated: January 30th, 9:29 AM GMT)

Access denied.

Was the incident a result of a pre existing condition?

Completed

Was the incident a result of a pre existing condition?



CH

Was the incident a result of a pre existing condition?

Completed

STEP ANSWER

- ☐ Yes
- ☒ No
- ☐ Unknown

Current assignee

CH

Craig Harper

Completed (Updated: January 30th, 9:30 AM GMT)

Injury details

Completed



CH

Injury details

Completed

What injury was sustained?

Access denied.

STEP ANSWER

- ☐ Right upper leg/hip
- ☐ Left upper leg/hip
- ☐ Right lower leg/ankle/knee
- ☐ Left lower leg/ankle/knee
- ☐ Right foot/heel/toes
- ☐ Left foot/heel/toes
- ☐ Right shoulder/upper arm
- ☐ Left shoulder/upper arm
- ☒ Right elbow/wrist/lower arm
- ☐ Left elbow/wrist/lower arm
- ☒ Right hand/fingers/thumb
- ☐ Left hand/fingers/thumb
- ☐ Right eye
- ☐ Left eye

☐ Torso/trunk/back

☐ Details of any witnesses

Completed

Add details
Please add names, phone number, email
address and statements below

Current assignee
Na



CH

Details of any witnesses

Completed

Current assignee

Access denied.

CH Craig Harper
Completed (Updated: January 30th, 9:31 AM GMT)

CCTV available
Completed

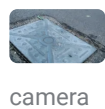
CH CCTV available
Completed

Upload CCTV footage if available.

STEP ANSWER

- ☐ Yes
- ☒ No

Attachments



Current assignee

CH Craig Harper
Completed (Updated: January 30th, 9:33 AM GMT)

Summarise what happened. Did the injured party go straight to hospital?
Completed

Summarise what happened. Did the injured party go straight to hospital?
CH Completed

Record as much detail as possible in the notes field.

Access denied.

STEP ANSWER

- ☐ Taken to hospital
- ☒ Not taken to hospital
- ☐ Not known if gone to hospital

Record as Non Injury event
Add details
Record as Non Injury event



CH

Record as Non Injury event
Completed

Current assignee

Current assignee

- CH Craig Harper
Completed (Updated: January 30th, 9:33 AM GMT)
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