



INCIDENT FORM

The Old Bank | 2 Nottingham Road | Daybrook | Nottingham | NG5 6JQ
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For Blue Stamp purposes, an Incident is described as either

1. An event where *could* have come to an individual or individuals, but did not.
2. A near-miss where an accident may have happened.
3. Damage to premises or property
4. Occasions of behaviour that contravenes the Code of Conduct or causes danger or risks for any traveller(s)

TRIP CODE _____

GROUP LEADER NAME _____

DATE OF INCIDENT ____ / ____ / 20____

TIME OF INCIDENT _____

LOCATION OF INCIDENT _____

NAME(S) OF INDIVIDUAL(S) INVOLVED / AFFECTED IN INCIDENT _____

DATE AND TIME WHEN GROUP LEADER WAS INFORMED OF INCIDENT ____ / ____ / 20____ AT _____

NAME(S) AND DETAILS OF ANY INDIVIDUALS OR PARTIES INVOLVED _____

DESCRIPTION OF INCIDENT (CONTINUE ON REAR OF SHEET IF NECESSARY)

ACTION TAKEN (IF ANY)

ANY OTHER COMMENTS

ACCIDENT FORM COMPLETED BY _____ AT _____ (TIME) ON _____ (DATE)

BLUE  TRAVEL

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