|  |  |
| --- | --- |
| Incident Date |  |
| Incident Time (24hr clock) |  |

# SUSU Incident Report Form

## This form is to be completed as soon as possible after any incident by the Duty Manager

## Any statements from other staff or witnesses should be attached with this report.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location of Incident:** | | | **Manager/Supervisor on Duty** | | |
| **Name(s) of Staff/Volunteers dealing with Incident:** | | | | | |
| Individual(s) Involved: | | | | | |
| **Name:** | **Phone Number:** | | | | **Address / University ID number** |
|  |  | | | |  |
| **Type/Nature of Incident:**   1. Accidental injury 2. Accidental damage 3. Break-In/Theft 4. Community Complaint 5. Evacuation 6. Near Miss 7. Personal Safety | | | | 1. Racist/Sexist/Homophobic Conduct 2. Sporting Injury 3. Unacceptable/Anti-Social Behaviour 4. Vandalism 5. Violent Conduct 6. Other   If Other Please State: ………… complaint……………………………………………… | |
| **Incident Ref** *(e.g. Accidental Injury = 1, Evacuation = 5, Violent Conduct = 12, etc)*  ……………………. | | | | | |
| **Emergency Services Called? Fire**  **No**  **Ambulance: No**  **Police: No**  If police called, give name of station and crime number if applicable.  **University Security Called? No**  If yes, give name of officer:  **CCTV Tape requested? No** | | | | | |
| **Evidence Taken** (e.g. photos, security statements)  If yes, please state type of evidence received and where it is logged: | | | | | |
| Was anyone injured? Part of Body Affected:  Severity:  Treatment Received: | | | | | |
| Was there any damage to property?If yes, please give details: Owner: …………………………………………………………………………………………  Property: …………………………………………………………………………………………  Damage: ………………………………………………………………………………………… | | | | | |
| Description of Incident: | | | | | |
| Describe the events leading up to during and after the incident | | | | | |
| Witnesses: (Please list the names, addresses, id card numbers, etc including any security staff) | | | | | |
| Who do you consider was responsible for the incident? | | | | | |
| What if anything could have been done to prevent the incident? | | | | | |
| Do you recommend any follow up? N/A | | | | | |
| **Completed by (print):** | |  | | | |
| **Position:** | |  | | | |

*Send form to* [*p.davie@soton.ac.uk*](mailto:p.davie@soton.ac.uk) *Message Subject – New Incident*