

# Health & Safety

---

## Accident Report Forms

Halsbury Travel take responsibility for promoting a health and safety culture. To assist in this three forms are attached which we would be most grateful if you could complete if the need arises. Of course we hope it will not and that your trip is uneventful but we should be prepared for the occasional times when a problem is encountered. Please note these forms are used to help us and the wider school travelling public to anticipate and avoid risks and consequent accidents by raising awareness and keeping our safety management systems up to date.

### Form 1, the Accident Report form

To be used where there is an actual case of injury to anyone associated with the tour. We aim to get behind the underlying cause of any accident to ensure the risk is understood and that measures are in place to control it.

### Form 2, the Incident Report form

To be used where a health and safety issue arises which you wish to specifically report but which did not involve any physical injury.

### Form 3, the Near Miss Report form

For occasions that would have been reported on Forms 1 and 2 but thankfully there was no physical harm or damage done. We encourage you to let us have any information where you spot a hazard or risk which could have led to an accident or incident. To encourage the widest reporting this form is anonymous and we guarantee that any information on this form will never be identified with you or your group unless you expressly ask or agree that we should do so.

# FORM 1

Accident Report Form

Group Name

..... Tour Date

.....

<b>1.1</b>	<b>About the person who had the accident</b>	
	Name	Occupation
	Address	Postcode
<b>About the accident</b>		
<b>2.1</b>	When it happened	Date Time
<b>2.2</b>	Where it happened - e.g. Room, location, place	
<b>2.3</b>	Who was involved.	
<b>2.4</b>	Witnesses.	
<b>2.5</b>	Events leading up to the accident.	
<b>3.1</b>	<b>Outcomes of the event, e.g. injury or damage, and the severity.</b>	
<b>4.1</b>	<b>Causes of injury or damage.</b>	
<b>4.2</b>	<b>Immediate and underlying causes of the accident.</b>	
<b>5.1</b>	<b>Emergency action taken at the time to prevent a reoccurrence or to minimise injury/damage.</b>	
<b>5.2</b>	<b>Further action required to prevent a reoccurrence.</b>	
<b>6.1</b>	<b>Record completed by</b>	
	Name	Signature
	Address	Date
	Occupation	Postcode
<b>For Halsbury Travel Use</b>	Date	Number
	Entered to log	.....
	Action taken	

**Notes**

Complete the form as comprehensively as possible. Once completed please post/fax a copy to Halsbury Travel Ltd.  
 Please identify as far as possible not just the immediate cause of the accident, but the underlying causes. For example a fall may have been sustained due to an obstruction or slippery surface, but why was the obstruction there. Was there a lack of warning?



# FORM 3

Near Miss Report Form

Group Name .....

Tour Date .....

## About the Near Miss

- 1.1 When it happened Time of day  
1.2 Where it happened - e.g. Room, location, place
- 1.3 Who was involved.
- 1.4 Events leading up to the Near Miss.

## 2 Potential Outcomes of the event, e.g. injury or damage, and the severity.

## 3 Immediate and underlying causes of the Near Miss.

## 4 Further action required to prevent a reoccurrence.

### For Halsbury Travel Use

Date .....  
Number .....

Entered to log  
Action taken

### Notes

- 1 Halsbury Travel use the strongest endeavours to promote a safety culture.
- 2 We very much appreciate any information that identifies any threat to health and safety so that this information can be shared and used to strengthen systems and prevent actual accidents  
We therefore ask you to report any occurrence which could result in an accident.
- 3 Please identify as far as possible not just the immediate cause of the Near Miss, but the underlying causes. For example a fall may have been sustained due to an obstruction or slippery surface, but why was the obstruction there. Was there a lack of warning?
- 4 To encourage completion we do not ask for your identification and guarantee that the form will not be identified to yourself or your group at any time unless you expressly ask or agree that we should do so.
- 5 Once completed please post/fax a copy of this form to Halsbury Travel Ltd.

Please *be safe* and help others.