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| **ACCIDENT & INCIDENT FORM** |

**LIVE WELL EAST LOTHIAN**[](https://www.google.co.uk/url?sa=i&url=https%3A%2F%2Fwww.justgiving.com%2Felchg&psig=AOvVaw3KuVyLws_I3fqv8I3vWtFu&ust=1584456672217000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCJD-iJmfn-gCFQAAAAAdAAAAABAK)

**PART A INFORMATION ABOUT INCIDENT**

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| **SECTION 1: DETAILS OF INCIDENT**  Near miss/unsafe condition  Damage only  Injury | | |
| **Date:**  **\_\_\_\_\_\_\_\_\_\_\_\_** | **Time: (24-hr clock)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Location (eg Main Building, reception)** |
| **Describe how the incident occurred: (use a separate sheet if necessary)** | | |
| **List any machinery or equipment, protective clothing or equipment being used:** | | |

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| **SECTION 2: DETAILS OF INJURED PERSON**  **Full name (prof/Dr/Mr/Mrs/Ms/Miss)** |
| **Home address and contact number:** |
| **Class member**  **Instructor**  **Staff** |
| **Describe type and position of injury: (eg right arm bruised, cut to leg)** |
| **Was Health care advice sought at the time?**  **If yes, what was done?** |
| **Did the individual have to go to hospital? If yes, what was the outcome?** |