GULD

Incident report form

For security incidents, accidents, near misses and property damage

Follow the site’s immediate response and reporting procedures first. Record facts and times. Send the completed report through your agreed Guld reporting channel.

Incident details

Reported by / role

Site / exact location

Incident date and time

Incident type

People involved / witness names, if relevant

What happened and how it was handled

What you saw or were told (identify the source)

Injury / damage and immediate action taken

Who was notified, when, and any reference numbers

Evidence reference / follow-up action

Report date and time