



HS20: Accident investigation report

1 Summary

Name of company	K W Dorrington
Site Address	Somerton Park Garage, Cromwell Rd, Newport, Newport, NP19 0HT
Site phone number	
Name of site manager	
Time and date of accident/occurrence	
Full name, address and telephone number of injured person	
Date of Birth	
Occupation	
Married/Single	
Employed by	
State whether Principal Contractor/Sub-Contractors/Labour Only/Supply & Fix	
Injuries or nature of occurrence	
Name of hospital	
Detained: Yes/No	
Weather conditions at time of accident	
Summary of incident	
HSE informed: Yes/No	
By	
F2508 Completed: Yes/No	
Report completed by	
Signed:	Date:

2 The Scene

Describe the scene.

3 The Investigation

Explain what you did in the investigation.

4 The Witnesses

Include the names, addresses and contact numbers of any witnesses.

5 Conclusions

To include any underlying causes

6 Recommendations

Including measures to be taken to ensure no recurrence

7 Appendices

Copy of Method Statements, Risk Assessments, Inspection Forms or any other documents deemed relevant to the investigation

8 Witness Statement

Use continuation sheets where necessary

Full Name	
Address	
Telephone Number	
Date of Birth	
Occupation	
Statement taken (date & time)	
Signed:	

9 Photographs

Describe location and what each photograph depicts.