



Non-Flying Related Minor Accident / Incident / Near-miss or H&S Improvement Suggestion Form

This form may be used by any member of staff or club member or visitor to bring to the attention of the Club any matter or suggestion which is believed might influence the health and safety of any person / asset at the club premises. Serious Accidents or Incidents should be reported immediately to any of the committee members on site and where appropriate the external emergency services. Flying related accidents & incidents should follow the BGA protocol.

Date of incident..... **Time of incident / accident**.....

Location: *(Please be as accurate*

Name of person reporting:

(Leave blank if you prefer but adding contact details will give us the opportunity to feed back where possible).

Title..... **Forename(s)**..... **Surname**.....

Email Address.....

Description of accident, incident, near-miss or improvement suggestion:

What immediate action have you taken following the near-miss or incident to prevent a similar occurrence?

Please email this form to the Health & Safety Officer (Non-Flying): Alan Price a_price@btinternet.com or post the form in the box in reception.

Form received by:

Date:

Action taken: