

Incident Report Writing

As a member of All In Black and holder of SIA License, you may be required to complete an incident report during your shift to detail any issues or simply to report back issue to AIB Management. Below are the guidelines that need to be followed when writing an incident report:

- Report is not to include your personal views. Be careful what words you use and do not jump to conclusions.
- Incident report is to be understood by anyone reading, needs to be clear and precise
- Do not make incident report in long paragraphs, if needed use bullet points or numbers on the information if required.
- Remember the 4 W's and H
 - **When** – date/time of incident
 - **Where** – location of incident
 - **Who** – was involved in the incident (this to include members of staff)?
 - **What** – what happened, details of the incident to be in detail but only cover the facts
 - **How** – did the incident occur
- How is the incident going to be prevented from happening again? Detail what measures can be put in place to prevent incident from happening again

Incident reports are very important to be clear, precise and contain the facts as these could be passed on to client, management and in some cases the police.

Should you need further information or support on how to complete an incident report, please contact the operations team.