

**Aston Students’ Union – Club/Society Accident & Near Miss Reporting Form**

**This form should be used to report any accidents to Aston Students’ Union or a “near miss”.   
A near miss is an accident that could have resulted in injury but did not.  
Any accidents should be reported as soon as possible after the event and usually no more than 24 hours.**

**IF AN ACCIDENT OCCURS OUTSIDE OFFICE HOURS OR RESULTS IN A DEATH OR SPECIFC MAJOR INJURY, INFORM ASTON UNIVERSITY SECURITY IMMEDIATELY ON 0121 204 2222 AND THEN COMPLETE THIS FORM.**

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| **Section 1: About the person completing the form** | |
| **Surname:** |  |
| **Forename:** |  |
| **Today’s Date**  **(DD/MM/YYYY)** |  |
| **Club/Society/Group:** |  |

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| **Section 2: About the incident**  An accident is an incident where harm has been caused to an individual or group of individuals. A near miss is an incident where harm could have caused but was not. |
| Are you reporting an accident or near miss? |
| Injured person(s) Full name: |
| Injured Person’s Date of Birth (DD/MM/YYYY) |
| What is their status currently? |
| Which Club/Society are they a part of? |
| If this happened during a student activities please state the activity that the injured person was doing at the time? |

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| Section 3: About the injured party | |
| Phone Number: |  |
| Email: |  |
| Student Number: |  |

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| **Details of witness:** | |
| **Witness name:** |  |
| **Phone Number** |  |
| **Email** |  |
| **Address:** |  |
| **Please list any additional witnesses and their details here:** |  |

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| **Details of Injury** |
| Date of accident? |
| Approximate time of accident? |
| Where did the accident occur? |
| Describe in much detail as possible how the accident occurred? |
| Did a first aider attend? |
| If yes, please give their contact details if available? |
| What treatment was given? |
| Did the injured person(s) go to hospital? |
| If yes, which hospital? |

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| **Club/society Safety Representative Notification** |
| Has your Safety representative to be told of this accident? |

**For insurance purposes it is essential that Aston Students’ Union is notified of any incident as soon as reasonably practicable. This form should be submitted to the Student Activities office.**

**Once completed email to:** [**r.broome@aston.ac.uk**](mailto:r.broome@aston.ac.uk) **OR call 0121 204 4848 if you need further assistance**

**Also email** [**n.al-kudcy@aston.ac.uk**](mailto:n.al-kudcy@aston.ac.uk) **OR call 0121 204 4819**