# incident report form for violent and/or aggressive behaviour

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| Name of student(s) involved |  |
| Name of member(s) of staff involved |  |
| Name of patient(s) involved |  |
| Name of any other person(s) involved and their relationship to the UCO |  |
| Date and time of incident |  |
| Location of incident |  |
| Type of incident (please highlight or mark with a “X”) | Verbal abuse/threat  Theft  Physical attack  Anti-social behaviour  Other (please describe) |
| Please indicate the nature of any injuries (please highlight or mark with a “X”) | Cut  Bruise  Strain  Burn  Scald  Other (please describe) |
| Please state what happened. Give an account of the incident, including any relevant events leading to the incident |  |
| Who assisted the injured person? |  |
| What action has been taken? (please highlight or mark with a “X”) | Injury related  First aid  Ambulance  Security  Police called  Other (please describe) |
| Was the injured person taken to hospital? (please highlight or mark with a “X”) | Yes  No |
| Were there any witnesses at the time of the incident? | Please provide name and contact details: |
| **For management use:** | |
| Actions – taken and outstanding |  |

The above form is based on the Health and Safety Executive violent incident report for that can be found at:

<http://www.hse.gov.uk/violence/toolkit/reportform.pdf>