



INCIDENT NOTIFICATION FORM

Reference No. **IN011354**

All time shown in Greenwich Mean Time (GMT)

Employee Injury

INCIDENT DATE	INCIDENT TIME	REPORT DATE	REPORT TIME
03/08/2023	19:00	07/08/2023	10:00

REPORTED BY	
Reported By	Jessica Barrett
Telephone No.	07511047002

INCIDENT OWNERSHIP		
Division	Business	Site
Operations	Social Impact	Social Impact

INCIDENT DESCRIPTION	
Burn to left hand caused by steam from boiling kettle. Ran it under the tap immediately afterwards for a few minutes.	
Underlying Risk Factor:	
Immediate Cause:	

INCIDENT LOCATION [General description of where Incident took place]			
The Orangery, Buxton Drive, TN39 4FA - Seville Meeting Room			
On or Off-Site	Site	Area	Sub Area
On-Site	Sussex	The Orangery	Communal Day Room

INCIDENT REPORTED BY: Jessica Barrett (Contact Tel: 07511047002)	
Signature:	Date of Signature:

DATA PROTECTION
Personal information collected during incident reporting and investigation will be used to fulfil our obligations under Health and Safety policy and legislation. It will be retained for up to 6 years after the incident. It may be shared with other organisations, including our agents and contractors, with whom the risk or the control of risk is shared. You have the right to confirm that any information held about you is correct.