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For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

For latest information from SCE please visit:

<https://www.gov.uk/government/collections/service-childrens-education>.

**ANNEX A TO LEAFLET 20 OF PART 3 TO SHEF
MANUAL**

The information gathered will be used to improve the management of health and safety within SCE. Please see Leaflet 20b for help in completing this form.

Name of Injured Party		Accident/Incident Location	
Date & Time of Accident/Incident		AINC Ref Number	
Immediate response to Accident/Incident			
What caused Accident/Incident (Facts not Opinions)			
Immediate Causes			
Underlying Causes			
What control measures are Currently in Place (Risk Assessments)			
Actions Taken to Prevent Recurrence			
Name of Witness/es & Statements			
Other Relevant Information			

Signed..... Name (print).....
Date.....