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Community
Legal Service



Help Point



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**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Chief Executive Officer

Incident Report Form

This form is to be used in the reporting of all dangerous occurrences / violence or threatened violence / damage to property and must be completed whether a person has been injured or not. An accident report form may also be required.

Date Of Incident	Day Of Week	Time
Name Of Person Reporting	Address Incident took place	
Details Regarding Location Of Incident (Provide Sketch If Possible) Where exactly did the incident happen within the setting?		
What Activity Were You Engaged In At The Time Of The Incident?		

Charity Registration Number: 1117645
Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592
Registered in England and Wales



North Lancashire
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

Details Of Assailant(s)	
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Witness(es)

Name		Name	
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Address	Address	Address
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	Age		Age
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	M/F		M/F
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<p>Give Account Of Incident how did the incident start, how many people were involved, what actually happened and how was the incident resolved, etc</p>
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Injury		Anti-Social Behaviour	
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Verbal Abuse		Damage To Property	
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<p>Were The Police Called? If so, give name of officer and / or log number</p>
