

Eddington – Health and Safety, Security or other incident reporting

Person/Contact detail

- Report who is filling in the form
- If the report is about another person, their details (address, phone contact of possible)
- Any other witness or bystander, whether their contact details are known or unknown

Location

- Worded descriptions are helpful when the incident is close to an address
- A sketch (of any quality) can be helpful
- Where the location is outside in the street [openstreetmap](#) is one of the more detailed mapping systems for Eddington. You could print off and mark the location.

Describe what happened

- H&S (note any injury, or near miss potential for injury)
- H&S (whether a first aider was called or an ambulance was called)
- Anti-social behaviour or theft (note if it was reported to the police, any crime number)
- Damage to property (inc leaks) note facts known or assumed at initial reporting stage

Attached items (if any)

- e.g. photo/sketch/map
- Damage (inc leaks) attach any 3rd party contractor reports

Please email a copy of this form to the following:

George.martin@admin.cam.ac.uk

Charlotte.jeffery@admin.cam.ac.uk

edHealthSafetyWellbeing@admin.cam.ac.uk

PORTAL ADMIN