

# Guest Injury Incident Report

## Incident Details

Date of Incident

Time of Incident

Location of Incident

## Guest Information

Name

Room Number

Contact Number

Email Address

## Incident Description

Describe the Incident

Describe Injuries Sustained

## Witness Information (if any)

Name

Contact Number

## Action Taken

Immediate Action/First Aid Provided

Staff Handling the Incident

Report Date

Signature