

Nightclub Staff Accident Incident Report

Basic Information

Date of Incident

Time of Incident

Location within Venue

Staff Details

Name

Role/Position

Contact Number

Incident Details

Nature of Incident

Detailed Description

Suspected Cause

Injury Details

Describe Injury (if any)

First Aid / Medical Treatment Given

Witnesses

Names & Contact Details

Follow-Up Actions

Immediate Action Taken / Recommendations

Reported By

Date

Signature