

# PERSONAL INJURY INCIDENT REPORT FORM

Please return completed form to:

Email: [enquiries@rogerrich.co.uk](mailto:enquiries@rogerrich.co.uk)

INSURED: \_\_\_\_\_

POLICY NO: \_\_\_\_\_

EXACT LOCATION: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

## PART 1: INJURED PERSON DETAILS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO: (HOME) \_\_\_\_\_ (BUSINESS) \_\_\_\_\_ (MOBILE) \_\_\_\_\_

## PART 2: PERSONAL INJURY DETAILS

PART OF BODY INJURED (Place tick in appropriate box)

Head & Neck	<input type="checkbox"/>	Hip	<input type="checkbox"/>	Hands/ Fingers	<input type="checkbox"/>
Eyes or Face	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>	Knee	<input type="checkbox"/>
Back & Trunk	<input type="checkbox"/>	Arms / Wrists	<input type="checkbox"/>	Feet and toes	<input type="checkbox"/>

If Other, or multiple, please describe: \_\_\_\_\_

NATURE OF INJURY (Place tick in appropriate box)

Multiple	<input type="checkbox"/>	Minor Bruise - Not Disabling	<input type="checkbox"/>	Concussion/Unconscious (Serious)	<input type="checkbox"/>
Fracture	<input type="checkbox"/>	Major Bruising - Disabling	<input type="checkbox"/>	Burns/Scalds – requiring medical attention	<input type="checkbox"/>
Sprain	<input type="checkbox"/>	Minor Cut/Laceration - No Stitches	<input type="checkbox"/>	Superficial	<input type="checkbox"/>
Dislocation	<input type="checkbox"/>	Cut/Laceration requiring Stitches	<input type="checkbox"/>	No Apparent Injury	<input type="checkbox"/>
Ligament Damage	<input type="checkbox"/>	Minor Concussion	<input type="checkbox"/>		

If Other, describe: \_\_\_\_\_

**DESCRIPTION OF INCIDENT:**

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**DETAILS OF ANY TREATMENT RECEIVED:**

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**RECORD OF INCIDENT:**

Video/closed circuit

Photo

None