



## Completing an accident report form

A short account of an accident that took place in the Wordywise store is given below. Read the account and then extract the necessary information to complete the accident report form. Complete the form as though you were the sales assistant who witnessed the accident.

### Accident report

It was Monday 1 June, the first day of the Wordywise summer sale. The store had opened at 8.30 am. It was going to be a busy trading day!

Half an hour after opening time, Joanna Davies arrived at the store to buy clothes for her summer holidays. She headed straight for the fashion department on the ground floor. She was so intent on searching for bargains that she failed to see the rail of clothes that had been left in the aisle. Joanna tripped and fell to the floor, cutting her left knee.



A sales assistant working nearby saw what happened and rushed to her aid. First of all she found a chair for Joanna to sit on, then called for a first-aider. The first-aider cleaned the wound and applied a dressing. Fortunately the cut was not too deep and Joanna soon got over the shock. After giving the sales assistant details for the accident report form, she carried on with her bargain hunting.

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**Details of the accident**

Date of accident

Time of accident

Where the accident occurred

Briefly describe what happened

**Details of the injured person**

Name

Male/Female

Nature of injury

Was first aid given? YES/NO

If yes, give brief details

Name of person completing this report

Signature