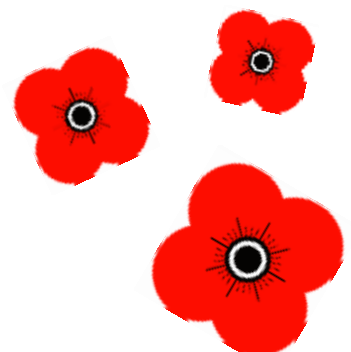




Revised October 2017

Poppyscotland Volunteer Charter - Annex D

Kate Jenkins
Volunteer Support Co-ordinator



Poppyscotland accident report form

For assistance with completing this form please see the health and safety policy in the Poppyscotland Volunteer Charter.

<p>Personal details of person(s) involved in the accident</p>	<p>Name: Address: Telephone: Sex: Age:</p>	<p>.....</p>
<p>About the accident</p>	<p>Date it took place: Time it took place: Where it took place:</p>	<p>.....</p>
<p>About the accident - further details</p>	<p>What were you doing when accident occurred?</p>	<p>.....</p>
<p>About the accident - further details</p>	<p>What happened?</p>	<p>.....</p>
<p>About the accident - further details</p>	<p>Details of any injury/loss:</p>	<p>.....</p>
<p>Statement</p>	<p>I certify that the statements made above correctly describe the accident.</p>	<p>Signed:..... Date:.....</p>

<p>Personal details of any witnesses (please attach separate sheet if more than one witness)</p>	<p>Name: Address: Telephone:</p>	<p>.....</p>
<p>Written statement of witness (please attach separate sheet if necessary)</p>	<p>.....</p>	
<p>Details of volunteer organiser</p>	<p>Do you verify that the events described here occurred to the best of your knowledge?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Statement</p>	<p>I verify the statements made.</p>	<p>Name:..... Signed:..... Date:.....</p>
<p>This report should be forwarded within 14 days of the date of the accident to:</p>	<p>Volunteer Development Co-ordinator Poppyscotland Unit 15 Claremont Centre 15-39 Durham Street Glasgow G41 1BS</p>	
<p>Date accident report form received</p>	<p>Date:</p>	<p>.....</p>



Poppyscotland Edinburgh Head Office

New Haig House
Logie Green Road
Edinburgh
EH7 4HR
Tel: 0131 557 2782
Fax: 0131 557 5819

Poppyscotland Glasgow Office

Cameronian House
9 Holyrood Crescent
Glasgow
G20 6HJ
Tel 0141 338 6580
Fax 0141 338 6581

PoppyScotland is a member of The Royal British Legion group of charities, and is a trading name of the Earl Haig Fund Scotland. Scottish Charity No SC014096. A Company limited by Guarantee. Registered in Scotland No 194893. The Royal British Legion, Haig House, 199 Borough High Street, London SE1 1AA.

