

ACCIDENT RECORD BOOK.

ANYONE CARRYING OUT WORK ON BEHALF OF THE PARISH COUNCIL BE IT AS A VOLUNTEER, PARISH COUNCILLOR, EMPLOYEE OR CONTRACTOR WHO IS INVOLVED IN AN ACCIDENT MUST HAVE THE DETAILS OF THAT ACCIDENT RECORDED IN THE ACCIDENT BOOK.

THE ACCIDENT BOOK IS LOCATED IN THE SMALL OFFICE SITUATED IN HAUGHTON VILLAGE HALL, HAUGHTON. THE KEYS FOR THE OFFICE CAN BE OBTAINED FROM THE PEOPLE BELOW.:

CLERK TO HAUGHTON PARISH COUNCIL – MRS. SUSAN ATKINS.

TELEPHONE NUMBERS:- 01785 840845 OR MOBILE 07811 972387

EMAIL ADDRESS:- Clerk@haughtonpc-staffs.org.uk

COUNCILLOR T. GRATTAGE

TELEPHONE NUMBER – 01785 780918

THE BOOK IS AVAILABLE ON THE DESK WITHIN THE OFFICE.

THE FOLLOWING DETAILS MUST BE RECORDED ON THE FORMS.

THE NAME ADDRESS AND OCCUPATION OF THE PERSON WHO HAD THE ACCIDENT.

THE NAME, ADDRESS AND OCCUPATION OF THE PERSON FILLING IN THE RECORD.

THE DATE AND TIME OF THE ACCIDENT.

WHERE THE ACCIDENT HAPPENED.

HOW THE ACCIDENT HAPPENED. PLEASE GIVE A CAUSE IF POSSIBLE.

IF THE PERSON WHO HAD THE ACCIDENT SUFFERED AN INJURY AND STATE WHAT IT WAS.

SIGN AND DATE THE RECORD.

**DO NOT REMOVE THE ACCIDENT BOOK OR ANY SHEETS
FROM THE ACCIDENT BOOK FROM THE OFFICE.**