**APPENDIX 2:**

**INCIDENT RECORD**

***Completed by a member of The Wheel team***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Incident:** | | **Time of Incident:** | | **Location of Incident:** | |
|  | |  | |  | |
| **Participant reporting incident:** | | | **Participant’s Organisation (if any):** | | |
|  | | |  | | |
| **Other Participants (if any):** | | | **Participant’s Organisation (if any):** | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
| **Details of the incident:** | | | | | |
|  | | | | | |
| **Wheel Signature:** | **Print Name:** | | **Position:** | | **Date:** |
|  |  | |  | |  |