[Company name]

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Restaurant incident report

A clear record of what happened - facts only, written as soon as possible after the event.

Date: _____

Time: _____

Reported by: _____

Area (dining room / kitchen / bar / entrance): _____

Persons involved: _____

Witnesses: _____

Severity: _____

What happened [Describe what happened, in order. Stick to facts - what was seen and done, not opinions.]

Food safety note [If food was involved: batch, supplier, what was done with the stock]

Immediate action taken [e.g. area made safe, first aid given, manager informed]

Follow-up required [e.g. repair booked, retraining arranged, report filed with insurer]

Sign-off

Reported by: _____ **Manager:** _____ **Date:** _____