

# Hotel Guest Incident Report Form (UK)

Safety &amp; Compliance | UK

DATE OF INCIDENT ____ / ____ / ____	TIME OF INCIDENT	REPORT COMPLETED BY	POSITION / DEPARTMENT
--	------------------	---------------------	-----------------------

## GUEST DETAILS

Guest name \_\_\_\_\_

Room number \_\_\_\_\_

Contact phone / email \_\_\_\_\_

Home address \_\_\_\_\_

## INCIDENT DETAILS

Exact location of incident \_\_\_\_\_

 Type of incident  Injury / fall  Property damage  Theft  Illness  Disturbance  Other

 Description of what happened  
 \_\_\_\_\_  
 \_\_\_\_\_

Conditions at scene (wet floor, lighting, etc.) \_\_\_\_\_

## INJURY DETAILS (IF APPLICABLE)

Nature of injury \_\_\_\_\_

Body part affected \_\_\_\_\_

First aid provided \_\_\_\_\_

 Ambulance called  Yes  No  N/A

Hospital attended \_\_\_\_\_

 RIDDOR reportable  Yes  No  Under review

## WITNESSES

Witness 1 name and contact \_\_\_\_\_

Witness 2 name and contact \_\_\_\_\_

CCTV available (camera, time) \_\_\_\_\_

## IMMEDIATE ACTIONS TAKEN

Actions taken at scene \_\_\_\_\_

### Go digital with Miratag

 Skip the paper — fill checklists faster on the Miratag mobile app. Add photos, videos, notes and signatures. Track compliance in real time. Start free at [miratag.com](https://miratag.com)
This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.


Scan to view

---

---

Hazard made safe

Guest offered assistance \_\_\_\_\_

Photos taken

**FOLLOW-UP**

---

Duty manager notified \_\_\_\_\_

Insurer notified

Corrective action to prevent recurrence

---

---

Report completed by (signature) \_\_\_\_\_

Duty manager (signature) \_\_\_\_\_

**Notes**

---

---

---

---

**Go digital with Miratag**

Skip the paper — fill checklists faster on the Miratag mobile app. Add photos, videos, notes and signatures. Track compliance in real time. Start free at [miratag.com](https://miratag.com)

This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.



Scan to view