

# **Incident Log Book**

## **Roma Wines**

**Please use a separate page in this log for each incident.**

**Do not put yourself or staff at risk, call 999 or 101 when  
appropriate**

**Staff should write an entry whenever an incident occurs.**

Licence Leader  
Alcohol Licensing Services

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<b>Incident Report Log</b>			
<b>Date of incident</b>		<b>Time of incident</b>	
<b>Location</b>		<b>Value of Losses/Damage</b>	
<b>Description of Incident</b>			
Images available	YES/NO	Are still images available	YES/NO
Was it reported to West Midlands Police	YES/NO	Crime Number	
If reported to West Midlands Police, was it reported at the time of incident or afterwards:-			
Which staff member was involved with this incident			
What further action has been taken by Premises Licence Holder			
Final comments;			

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