

# Playground Incident Safety Review Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Incident Review - [Incident Date]

## Incident Details

On [Insert Incident Date], an incident occurred at [Location of Playground] involving [Brief Description of Incident]. The purpose of this report is to review the circumstances surrounding this incident and recommend safety improvements.

## Incident Description

[Provide a detailed description of the incident, what happened, who was involved, and any immediate actions taken.]

## Involved Parties

- [Name/Role of involved party 1]
- [Name/Role of involved party 2]

## Safety Review Findings

[Summarize the findings from the review, including any observed hazards or safety violations.]

## Recommendations

1. [Recommendation 1]
2. [Recommendation 2]

## Conclusion

In conclusion, addressing the identified issues is essential for ensuring the safety of all playground users. We recommend that the above actions be implemented promptly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]