

ACCIDENT REPORT WRITING

Past-paper questions and model answers

This teaching handout compiles the Pearson Level 1 writing tasks supplied by the user. Model answers are original teaching examples, not official Pearson responses. Where fewer than five genuine questions were available, clearly labelled Pearson-style practice tasks have been added.

How to use this handout

Read each exam-style task first and plan your own answer. Then compare your work with the model response. Notice the format, paragraphing, tone, detail and how every bullet point is covered.

Exam reminder: Pearson Level 1 Writing assesses spelling, punctuation and grammar as well as how clearly and appropriately you communicate for purpose and audience.

Practice 1 - Pearson-style practice created for teaching

Source: Pearson Level 1 structured writing frame - salon accident

Information

You recently witnessed a customer having a slight accident in the salon where you work. You have been asked to complete an accident report.

Writing Task

Write a report of the accident you saw.

In your writing, you should:

- say where and when the accident happened
- describe what caused the accident and how it happened
- explain how similar accidents could be avoided in the future

You should aim to write about 200 to 250 words.

(21 marks)

MODEL ANSWER

Your Name: Ayesha Khan

Date of Incident: 18 September 2026

Accident Report

The accident happened at approximately 2:15 p.m. in the reception area of Rose Beauty Salon. A customer, Mrs Patel, had just finished her appointment and was walking towards the front door.

A small amount of water had been spilled beside the drinks table. There was no warning sign in the area. As Mrs Patel stepped around another customer, she placed her foot on the wet floor, slipped and fell onto her right side. She said that her wrist hurt, although she was able to move it. I helped her to a chair and informed the salon manager immediately. A trained first aider checked her wrist and advised her to seek medical attention if the pain became worse.

To prevent a similar accident, all spills should be cleaned as soon as they are noticed. A warning sign should be placed beside any wet area until the floor is completely dry. Staff should also check the reception area regularly, especially around the drinks table.

The manager recorded the incident and spoke to the staff about the correct procedure.

These additional precautions would reduce the risk of a repeat incident and make the area safer for staff and visitors.

Model answer word count: 207 words | **Target:** 200 to 250 words

Practice 2 - Pearson-style practice created for teaching

Source: Pearson-style practice - workplace accident report

Information

You witnessed a colleague trip over a loose cable in an office and injure their knee.

Writing Task

Write a report of the accident you witnessed.

In your writing, you should:

- state where and when the accident happened
- describe the cause and what happened
- explain how similar accidents could be prevented

You should aim to write about 200 to 250 words.

(21 marks)

MODEL ANSWER

Your Name: Michael Brown

Date of Incident: 17 September 2026

Accident Report

The incident took place at about 10:40 a.m. in the main office on the second floor. My colleague, Daniel Jones, was walking from the printer towards his desk when he tripped and fell.

A laptop charging cable had been stretched across the walkway from a wall socket to a desk. The cable was difficult to see because it was partly hidden by a chair. Daniel caught his left foot on it, lost his balance and landed on his right knee. He was in pain and had difficulty standing. I moved the chair, disconnected the cable and asked another colleague to contact the first aider. Daniel was given an ice pack and later went home to have his knee checked.

This type of accident could be prevented by keeping all walkways clear. Charging cables should not cross areas where people regularly walk. Cable covers or floor sockets should be used when necessary, and staff should report hazards immediately.

The office manager has now reminded everyone to complete a quick safety check around desks at the start of each day.

These additional precautions would reduce the risk of a repeat incident and make the area safer for staff and visitors.

Model answer word count: 210 words | **Target:** 200 to 250 words

Practice 3 - Pearson-style practice created for teaching

Source: Pearson-style practice - college accident report

Information

A learner slipped on a wet corridor floor at college shortly after it had been cleaned.

Writing Task

Write an accident report describing what happened.

In your writing, you should:

- say where and when the incident occurred
- describe what you saw and what action was taken
- suggest how similar incidents could be avoided

You should aim to write about 200 to 250 words.

(21 marks)

MODEL ANSWER

Your Name: Fatima Noor

Date of Incident: 16 September 2026

Accident Report

At approximately 1:05 p.m., I witnessed an accident in the ground-floor corridor outside Room 12. The corridor had been cleaned a few minutes earlier and part of the floor was still wet.

A learner called Mark Lewis came out of Room 12 and began walking towards reception. He slipped on the wet surface and fell backwards. A yellow cleaning sign was present, but it had been placed near the far end of the corridor and was not clearly visible from the classroom door. Mark said that his lower back and left elbow were painful. I asked him to remain seated and called reception. A first aider arrived within a few minutes and checked him before arranging further medical advice.

To reduce the risk of another accident, warning signs should be placed at every entrance to an area that has been cleaned. If possible, one side of a wide corridor should remain dry while the other side is cleaned. Cleaning should also be scheduled outside busy lesson-change times.

The incident was reported to the site manager for investigation.

These additional precautions would reduce the risk of a repeat incident and make the area safer for staff and visitors.

Model answer word count: 208 words | **Target:** 200 to 250 words

Practice 4 - Pearson-style practice created for teaching

Source: Pearson-style practice - shop accident report

Information

A customer in a supermarket was hit by a box that fell from an overloaded shelf.

Writing Task

Write a report of the accident for the store manager.

In your writing, you should:

- give the time and location
- describe how the accident happened and what was done
- recommend ways to prevent a similar accident

You should aim to write about 200 to 250 words.

(21 marks)

MODEL ANSWER

Your Name: James Cole

Date of Incident: 15 September 2026

Accident Report

The accident occurred at about 4:30 p.m. in aisle seven of Westside Supermarket. I was restocking products nearby when I heard a box fall and saw a customer holding her shoulder.

Several large cereal boxes had been stacked above the recommended shelf height. Another customer removed a box from the lower part of the stack, which caused one of the top boxes to slide forward. It fell and struck Mrs Green on her left shoulder. The box was not very heavy, but she was surprised and said the area felt sore. I moved the remaining boxes to a safer position and called the duty manager. A first aider checked Mrs Green and completed an incident record with her contact details.

To prevent similar accidents, shelves should never be filled above the marked safe level. Staff need to check high shelves throughout the day and remove unstable stacks immediately. Heavy or bulky items should also be stored at a lower height whenever possible.

The duty manager asked the stock team to inspect all aisles before the evening shift.

These additional precautions would reduce the risk of a repeat incident and make the area safer for staff and visitors.

Model answer word count: 208 words | **Target:** 200 to 250 words

Practice 5 - Pearson-style practice created for teaching

Source: Pearson-style practice - kitchen accident report

Information

A colleague in a café received a minor burn after touching a hot metal tray that had been left beside the sink.

Writing Task

Write an accident report about the incident.

In your writing, you should:

- say when and where the accident happened
- explain the cause and immediate response
- suggest future safety measures

You should aim to write about 200 to 250 words.

(21 marks)

MODEL ANSWER

Your Name: Leila Osman

Date of Incident: 14 September 2026

Accident Report

The incident happened at approximately 11:20 a.m. in the kitchen of Central Café. My colleague, Peter Hall, was washing equipment near the sink when he touched a hot baking tray and received a minor burn to two fingers.

The tray had recently been removed from the oven and was placed on the metal surface beside the sink. There was no cloth, sign or other warning to show that it was still hot. Peter moved the tray because he needed more space and immediately dropped it when he felt the heat. He placed his fingers under cool running water, and I informed the supervisor. The first aider checked the burn and covered it with a suitable dressing.

In future, hot trays should be placed only in the designated cooling area. Staff should use oven gloves and attach a clear "HOT" warning when equipment is left to cool. The cooling area must also be kept separate from the washing-up section so that nobody moves hot equipment by mistake.

The supervisor reminded all kitchen staff of the procedure after the incident.

These additional precautions would reduce the risk of a repeat incident and make the area safer for staff and visitors.

Model answer word count: 210 words | **Target:** 200 to 250 words