**CHST 8: Incident Investigation**  

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| **Reference No:** |  | **Confidential** | **Yes/No** | **Possible legal action** | **Yes/No** |
| **RIDDOR Reportable** | **Yes/No** | **If Yes, RIDDOR Reference No.** | |  | |

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| 1. **Date and time of the incident** | | **Location of incident – be precise, e.g. site, building, room, road** | |
| 1. **Responsibilities** | | | |
| Department | Service & Team / School & Dept | | Manager/Supervisor at time |
| Who was injured/suffered ill health? | Job Title | | Witnesses/other people involved |
| 1. **Summary of incident –** briefly describe the events leading up to, during and immediately after the event. Include any initial response to the incident and details of what the injury/ ill health or property damage was. Try to base this on facts relevant to the incident. Avoid opinion on what happened. | | | |
| 1. **Has similar incident/near miss occurred previously –** give details? | | | |
| 1. **What procedures are in place to minimise the risk?** | | | |
| 1. **Have risk assessments, safe systems of work, procedures been completed and /or reviewed? Is so by who.** Please attached documents pre and post documents | | | |
| 1. **Injury (s) / damage sustained –** describe include exact location (left / right) | | | |
| 1. **Was medical treatment provided –** provide explanation of first aid or medical treatment that was applied   **Was an ambulance called?** | | | |
| 1. **Was there anything unusual or different about working conditions before or during the incident?** (What did those involved do to respond/adapt to the new conditions?)   **No/Yes,** give details | | | |
| 1. **Was the incident influenced by the behaviour of anyone involve?** (who, what did they do, why did they do it? – try to base on facts not opinion)   **No/Yes,** give details | | | |
| 1. **Did the organisation and arrangement of the work influence the incident?** (e.g. supervision, communications, staffing level, competence levels, timing of work, planning of work, resourcing of work etc.)   **No/Yes,** give details | | | |
| 1. **Did the work environment or workplace layout influence the incident?** (e.g. type of floor, terrain, space condition/damage, lighting, barriers, line of sight, weather, suitability, signage etc)   **No/Yes,** give details | | | |
| 1. **Did any materials, substances, or agents influence the incident?** (e.g. size, weight, shape, heat/cold, handling, containment, storage, exposure to noise, chemicals, bacteria, dust, gas etc.)   **No/Yes,** give details | | | |
| 1. **Did any plant, equipment, PPE, or clothing/footwear influence the incident?** (e.g. selection, use, suitability, condition/damage, breakage etc.)   **No/Yes,** give details | | | |
| 1. **Had the job/activity/situation been assessed for H & S issues and a safe way of working agreed**? (e.g. selection, use, suitability, condition/damage, breakage, etc.)   **No/Yes,** give details | | | |
| 1. **What relevant training/information/instruction/qualifications had been undertaken by the people involved in the incident?** | | | |

**Cause Analysis and Remedial Action**

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| 1. **Based on the findings above, what were the immediate cause (s) of this incident?** These are likely to focus on things the people did, behaviours/triggers for behaviour, poor condition/damage, lack of training or supervision, safe systems of work/procedures, unsafe acts/conditions etc. | | | |
| 1. **What were the underlying cause (s) of the incident?** These are the causes that led to the immediate causes and are likely to focus on issues with design, planning risk assessment, communication, do-operation, competence, control, maintenance, learning from previous events, etc. | | | |
| 1. **Conclusions –** e.g., any breach of H & S legislation, Council / school policy, is this incident RIDDOR reportable – explain your reasoning. | | | |
| 1. **Immediate actions taken at seen -** e.g. area closed, incident reported to, photos taken, incident form completed. | | | |
| 1. **What remedial actions are recommended to prevent a similar incident?** | | | |
| **ACTION**  Review risk assessment/safe way of working | **BY WHOM** | **BY WHEN** | **COMPLETED ON** |

**Associated documents and records collated:**

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| **Incident/Accident Report No:** | Yes/No/ – add comments |
| **RIDDOR F208/F208A Report:** | Yes/No – add comments |
| **Witness Statements:** | Yes/No – add comments |
| **Photos/ Sketches:** | Yes/No – add comments |
| **Measurements:** | Yes/No – add comments |
| **Material Samples:** | Yes/No – add comments |
| **Maintenance Records:** | Yes/No – add comments |
| **Training/ Briefing/ Induction Records:** | Yes/No – add comments |
| **Work Procedures:** | Yes/No – add comments |
| **Risk Assessment:** | Yes/No – add comments |
| **Police Report:** | Yes/No – add comments |
| **Other documents/records:** | Yes/No – add comments |

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| **Date Investigation Started:** **Date report completed:**  **Name of Person/s undertaking the investigation (**include Manager, H & S representative etc):  **Signature:** |
| **Distribution of report:**  Team Manager  Name |
| This form has been developed from HSE Guidance, the use of which is acknowledged. |