

Adverse event report and investigation form Part 1 Overview

Ref no

The purpose of this form is to record all adverse events. The term accident is used where injury or ill health occurs. The term incident includes near-misses and undesired circumstances, where there is the potential for injury. Part 1 should be filled out immediately by the manager or supervisor for the work activity involved. Part 2 should be completed by the person responsible for health and safety. Part 3 should be completed, where appropriate, by the investigation team. Part 4 should be completed by the investigating team, together with managers who have the authority to take decisions. When completing Parts 2, 3 and 4 refer to the guidance under 'A step by step guide to health and safety investigations'.

Part 1 Overview

Reported by:			Date/time of adverse event	
Incident	Ill health	Minor injury	Serious injury	Major injury
Brief details (What, where, when, who and emergency measures taken)				

Forwarded to:	Date
	Time

Part 2 Initial assessment (to be carried out by the person responsible for health and safety)

Type of event

Accident	
Ill health	
Near-miss	
Undesired circumstance	

Actual/potential for harm

Fatal or major	
Serious	
Minor	
Damage only	

RIDDOR reportable?	Y/N	Date/time reported
Entry in accident book	Y/N	Date entered/reference

Investigation level

High level		Low level	
Medium level	X	Basic	

Initial assessment carried out by:		Date
Further investigation required?	Y/N	Priority
For investigation by:		

Part 3 Investigation information gathering

7 What injuries or ill health effects, if any, were caused?

8 If there was an injury, how did it occur and what caused it?

9 Was the risk known? If so, why wasn't it controlled? If not, why not?

10 Did the organization and arrangement of the work influence the adverse event?

11 Was maintenance and cleaning sufficient? If not, explain why not.

Part 3 Investigation information gathering

12 Were the people involved competent and suitable?

13 Did the workplace layout influence the adverse event?

14 Did the nature or shape of the materials influence the adverse event?

15 Did difficulties using the plant and equipment influence the adverse event?

16 Was the safety equipment sufficient?

17 Did other conditions influence the adverse event?

