



Incident / Accident Investigation Form

This is for *Over-7-day, Specified or Fatal* injuries/work-related illnesses + other incidents that warrant investigation

It is to be completed by Area Managers or equivalent



MacIntyre
Providing support...your way

One-sentence
summary of incident

Service Name

Incident Date

Injured Person Name

Assessnet
Reference

ACCB /A

At the end of every section of this report is a quality check for you, the investigator to complete. Put a cross in all ☒ check boxes to confirm that all requirements have been covered

(In MS Word, double-click the checkbox & select 'check' in the popup menu).

Before you start this investigation, make sure you read:

1. The Investigation section in Part 7 of the Health & Safety Manual
2. The Documents Brief and Checklist that accompanies this investigation
3. All the quality check questions in this report

Before the Event

Investigator's Quality Check on the 'Before the Event' Section:

Have you made sure this section describes; what happened before the incident / accident that caused or contributed to it? *(To the best of your knowledge)* ☐

During the Event

Investigator's Quality Check on the 'During the Event' Section:

Have you described any injuries in this section?

☐

Does this section describe what happened during the event?

☐

After the Event

Investigator's Quality Check on the 'After the Event' Section:

Does this section describe what happened after the event (immediate, short and long- term)?

☐

Indirect Consequences

Investigator's Quality Check on the Indirect Consequences Section:

Have you stated here what the consequences were to others who were not directly involved in the accident/incident?
(e.g. lack of support for other people who use the service, distress of staff or public)

☐

Analysis / Discussion

Consider breaking up your discussion below with the following sub-headings: 'Immediate and Underlying (Root) Causes', 'Risk Assessment(s) and Guidelines', 'Information, Instruction and Training', 'Maintenance and Checking', 'Staffing Levels', 'Observations of Staff Practice', 'Clothing – including footwear and personal protective equipment where relevant', Post Incident Support (to injured person and others affected)

Investigator's Quality Check on the 'Analysis/Discussion' Section:

Have you given your opinion on what the immediate and underlying causes were? ☐

Have you discussed whether the risk assessment(s) and guidelines were suitable and sufficient? ☐

The purpose of this investigation is not to apportion blame but to learn from the incident so we can prevent a re-occurrence. Does your conclusion take this approach? ☐

Have you said if it can be evidenced that staff read and understood the risk assessment(s) and guidelines? ☐

If the incident involved issues with premises or equipment, have you said if there was evidence of adequate maintenance and checking? ☐

Have you made it clear when you are expressing an opinion? ☐

Have you said if there is evidence of suitable and sufficient training relating to this incident? ☐

Have you said whether staffing levels were adequate? ☐

Have you said if the injured person's line manager provided sufficient observations and support of staff practice as they were exposed to the risks? ☐

If applicable, have you explained whether personal protective equipment was suitable, available, and used? ☐

If applicable, were staff told why they had to wear personal protective equipment? ☐

Have you demonstrated that we are a caring employer (for example home visits offered and referral to Corpore)? ☐

Overall Conclusions**Investigator's Quality Check on the 'Overall Conclusions' Section:**

Have you given an overall sense of what happened and what we can learn from this incident (while taking care to be clear where you are expressing facts and where you are expressing opinion)? ☐

Action Plan

Actions to prevent a re-occurrence	Action (Initials)	Date for Completion	Date Completed

Investigator's Quality Check on the 'Action Plan' Section:

Have you included completion or review of a risk assessment? ☐

Have you made sure every problem described in the conclusion has a corresponding action here and that every action here corresponds to the conclusion? ☐

Investigator's Overall Quality Check on the Investigation Report

Have you made sure this form is typed before signing it? ☐

Have you read through the investigation brief and checklist thoroughly before completing this investigation? ☐

Have you followed the Investigation guidelines in Part 7 of the Health & Safety Manual? ☐

Did you read all personal statements / witness statements before completing this report? ☐

Wherever you based your description on what someone said, have you always used phrases like "I was informed by John Smith, Senior Support Practitioner that x happened."? *(Rather than assuming what they said was factually correct)* ☐

Have you given full names and proper job titles throughout your report ☐

Have you avoided abbreviations throughout your report ☐

Declaration:

I have made sure all sections of this form are completed fully and I will do my utmost to ensure that any actions in this form are carried out. This is so we can prevent this incident/accident happening again if possible.

Investigating Officer

Name

Signature

Date

Head of Operations or Equivalent Post

Name

Signature

Date