



# OLD BUCKENHAM HALL

*A leading co-educational preparatory school for children aged 2-13 years*

## Appendix 4: 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 workactivity 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. The investigating team, together with managers who have the authority to take decisions, should complete part 4. 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

Actual/potential for harm

Accident		Fatal or major	
Ill health		Serious	
Near-miss		Minor	
Undesired circumstance		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

1 Where and when did the adverse event happen?

2 Who was injured/suffered ill health or was otherwise involved with the adverse event?

3 How did the adverse event happen? (Note any equipment involved.)

4 What activities were being carried out at the time?

5 Was there anything unusual or different about the working conditions?

6 Were there adequate safe working procedures and were they followed?

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 organisation and arrangement of the work influence the adverse event?

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

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?

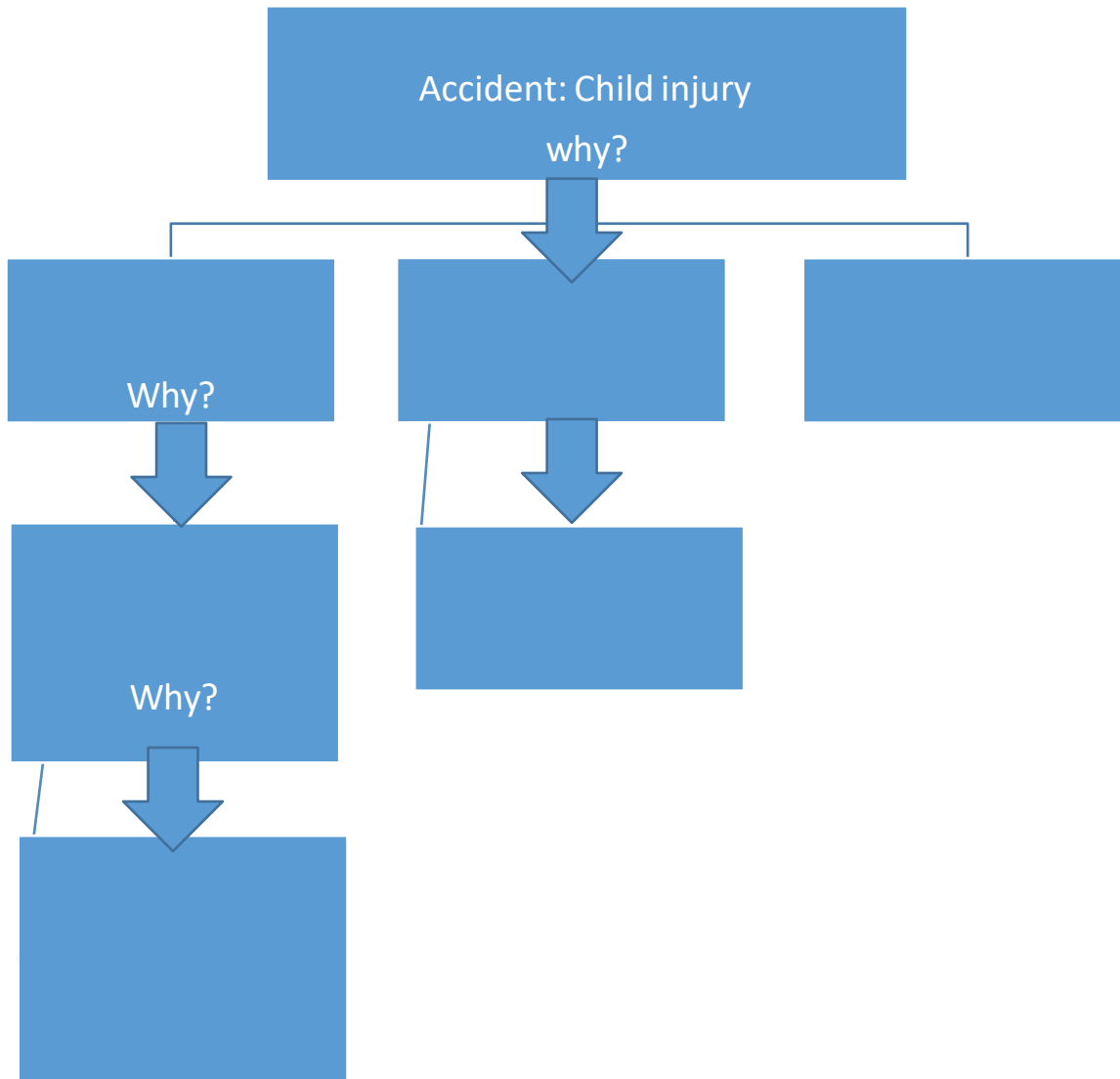
16 Was the safety equipment sufficient?

17 Did other conditions influence the adverse event?

## Analysis and further action

18 What were the immediate, underlying and root causes?

(see 'Analysis' under 'Step two') Example: amend each box



19 What risk control measures are needed/recommended?

1

2

3

4

5

6

20 Do similar risks exist elsewhere? If so, what and where?

21 Have similar adverse events happened before? Give details.



## Part 4 The risk control action plan

22 Which risk control measures should be implemented in the long and short term?

Control measure	Completion date	Person responsible
1		
2		
3		
4		
5		

23 Which risk assessments and safe working procedures need to be reviewed and updated?

Name of risk assessment safe working procedure	Completion date	Person responsible
1		
2		
3		
4		

24 Have the details of the adverse event and the investigation findings been recorded and analysed? Are there any trends or common causes which suggest the need for further investigation? What did the adverse event cost?

25 Signed on behalf of the investigation team

Name	Signature
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26 Members of the investigation team

Name	Position

