**Introduction**

All incidents should be logged on the Sussex Direct System. Where the UoS safety team have determined that a more detailed investigation is required due to the harm (or potential harm) this form can be used as a guide for staff investigating an incident a level 2 incident

Where more advanced investigative processes or procedures are required the incident will be assigned as a level 3 incident. In these cases the UoS safety team will take the lead in any investigation.

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| **Section 1** **General Information** |
| A | School or Division |  |
| B | Date of report |  |
| C | Sussex Direct ID |  |
| D | Sussex Direct Category |  |
| E | Sussex Direct Sub Category |  |
| F | Harm or potential Harm category | Fatal or Major injury [ ]  Serious injury [ ]  Minor injury [ ]  Property Damage [ ]  |
| **Members of the Investigation Team** |
| **Name** | **Position** |
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| **Section 2** **Incident Details** |
| A | Injured Party*If this section is for a near miss or property damage please state NA. Details of staff members contact details can be found from HR, for student details Student Records should provide the information.**Please add rows as required* | Name:Position:Contact Number:UoS Email:Home Address: |
| B | Incident reported by*If different from the above* |  |
| C | Date of incident |  |
| D | Location of incident*Where applicable please include building and room numbers or a map* |  |
| E | Date and Time of the event |  |
| F | Witnesses if applicable*Please add rows as required* | Name:Position:Contact Number:UoS Email: |
| G | Is the incident reportable under RIDDOR | RIDDOR Report ID:Date report was submitted: |
| H | Description of event*Including** *A timeline of events and or details of what happened*
* *Any emergency actions taken as a result of this incident*
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| **Section 3****Incident Investigation***Where required please attach relevant documents to the end of this form as appendix and reference them below* |
| A | What activities were being carried out when the incident occurred? |  |
| B | Risk assessments and Standard Operating procedures |  |
| C | List all relevant equipment used as part of this activity or activities*Including their School or Divisional Asset codes* |  |
| D | Maintenance logs for the equipment |  |
| E | Monthly Checks |  |
| F | Competency records for all relevant individuals |  |
| G | Diagram of the working area |  |
| H | Details of other contributing factors |  |
| **Cause of the event** |
| I | Immediate Cause(s) |  |
| J | Underlying Cause(s) |  |
| K | Root Cause(s) |  |

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| **Section 4****Incident Follow up***Add additional Rows as required* |
| **Actions required** |
| Control Measure | Planned Completion Date | Actual Completion Date | Manager Responsible |
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| **Which Risk assessments and Standard Operating Procedures need to be reviewed** |
| Risk assessment of SOP | Planned Review Date | Date Reviewed | Manager Responsible |
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| **Section 5****Acceptance of Report** |
| Signed on Behalf of the investigation team*This should be the senior manager of the area* |
| Name | Position | Date | Signature |
|  |  |  |  |
| Report accepted by*This should be* |
| Name | Position | Date | Signature |
|  |  |  |  |
| **Distribution***Add additional Rows as required* |
| The findings of this report with be distributed to the following people: |
| Name | Position | Date | Signature |
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**Appendices for supporting evidence**

Please attached relevant documents below