**ACCIDENT/INCIDENT INVESTIGATION FORM**

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|  |
| Name of social care organisation |       |  |
|  |
| Location of accident/incident |       |  |
|  |
| Date and time of accident/incident  |       |  |
|  |
| Reference of completed accident/ incident form |       |  |
|  |
|  | **Yes** | **No** | **N/A** | **Comments** |
| Has the scene of the incident been left undisturbed? | [ ]  | [ ]  | [ ]  |       |
| Have all physical details been recorded (photos, sketches, etc)? | [ ]  | [ ]  | [ ]  |       |
| Has equipment and plant involved been examined (eg hoists)? | [ ]  | [ ]  | [ ]  |       |
| Have samples been collected of substances and materials? | [ ]  | [ ]  | [ ]  |       |
| **Interviews** |
| Have witnesses been interviewed or given statements? | [ ]  | [ ]  | [ ]  |       |
| If anyone was injured, have they been interviewed? | [ ]  | [ ]  | [ ]  |       |
| Where a service user was involved, have they or their relatives/carers been interviewed? | [ ]  | [ ]  | [ ]  |       |
| **Documents** |
| Have all necessary documents been collected and examined? | [ ]  | [ ]  | [ ]  |       |
| Has appropriate reporting to the Care Quality Commission been completed, if required? | [ ]  | [ ]  | [ ]  |       |
| **Analysis** |
| Have the immediate causes been identified? | [ ]  | [ ]  | [ ]  |       |
| Have underlying and root causes been identified? | [ ]  | [ ]  | [ ]  |       |
| Did the workplace or premises involved contribute to the event? | [ ]  | [ ]  | [ ]  |       |
| Did the plant, equipment or substances being used contribute to the event? | [ ]  | [ ]  | [ ]  |       |
| Did the process or procedures adopted contribute to the event? | [ ]  | [ ]  | [ ]  |       |
| Were there adequate safe working procedures and were they followed? | [ ]  | [ ]  | [ ]  |       |
| Did the people involved contribute to the event? | [ ]  | [ ]  | [ ]  |       |
| Was there anything unusual or different about the working conditions at the time of the incident? | [ ]  | [ ]  | [ ]  |       |
| Was the risk known? If so, why wasn’t it controlled? | [ ]  | [ ]  | [ ]  |       |
| Do similar risks exist elsewhere? If so, what and where? | [ ]  | [ ]  | [ ]  |       |
| Were those involved adequately trained, informed, competent and experienced? | [ ]  | [ ]  | [ ]  |       |
| Was there suitable supervision and control? | [ ]  | [ ]  | [ ]  |       |
| Was there co-operation among the staff? | [ ]  | [ ]  | [ ]  |       |
| Was there suitable communication among the staff? | [ ]  | [ ]  | [ ]  |       |
| Were risk assessments carried out and acted upon? | [ ]  | [ ]  | [ ]  |       |
| Are there any management issues that contributed to the event? | [ ]  | [ ]  | [ ]  |       |
| **Remedial actions** |
| Are additional risk control measures needed/ recommended? | [ ]  | [ ]  | [ ]  |       |
| Are there risk assessments, policies or safe working procedures that need to be reviewed and updated? If so, which ones? | [ ]  | [ ]  | [ ]  |       |
| Is there further action/investigation required? | [ ]  | [ ]  | [ ]  |       |
| **Details of remedial actions** |
|  |       |  |
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|  |
| Investigation undertaken by (print name) |       |  |
|  |
| Investigation undertaken by (sign name) |  |  |
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