This form should be used if you have been asked to conduct a review of an incident, accident or near miss and should be completed within **3 days** of the request. It is important that you provide as much detail as possible so that the incident can be processed and the appropriate action taken.

**Please note the ACTION PLAN needs to be completed for all proposed actions following the review and this will be used to monitor post incident actions.**

For further information please contact Safety Services ([safety@worc.ac.uk](mailto:safety@worc.ac.uk)).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Notification Reference** | Click or tap here to enter text. | | **Incident Date** | Click or tap to enter a date. | | **Time** | | Click or tap here to enter text. |
| **Completed by** | Click or tap here to enter text. | | **Signed** | Click or tap here to enter text. | | **Dated** | | Click or tap to enter a date. |
| **Description** | Click or tap here to enter text. | | | | | | | |
| **Management Comments** | Click or tap here to enter text. | | | | | | | |
| **Signed** | Click or tap here to enter text. | | | **Dated** | | Click or tap to enter a date. | |
| **Learning Points** | Click or tap here to enter text. | | | | | | | |
| **Head of Safety Services Comments** | Click or tap here to enter text. | | | | | | | |
| **Head of Department Comments** | Click or tap here to enter text. | | | | | | | |
| **Signed** | Click or tap here to enter text. | **Dated** | | | Click or tap to enter a date. | | |

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| --- | --- | --- | --- |
| **Action Plan to include description, who is responsible and completion date** | **ACTION TO INCLUDE A COMPLETION DATE (continued)** | **BY WHO** | **COMPLETION DATE** |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
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**ACTION PLAN**