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**  From notification | 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**  Provide as much info as possible to describe what happened | Click or tap here to enter text. | | | | | | | | | |
| **Findings**  To include immediate and underlying causes. Set out any proposals in the Action Plan | Click or tap here to enter text. | | | | | | | | | |
| **Learning Points**  Are there any issues that are relevant to the University and may need further investigation? | Click or tap here to enter text. | | | | | | | | | |
| **Management Comments**  Agree the findings and Action Plan and comment on how the Action Plan will be implemented. | Click or tap here to enter text. | | | | | | | | | |
| **Signed** | Click or tap here to enter text. | | | **Dated** | | | Click or tap to enter a date. | | |
| **Head of Safety Services Comments** | Click or tap here to enter text. | | | | | | | | | |
| **Signed** | Click or tap here to enter text. | | | | **Dated** | | | Click or tap to enter a date. | |
| **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. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |

**ACTION PLAN**