

**Incident Investigation Form**

**LOCATION DETAILS**

MU Branch Name:	
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**INCIDENT DETAILS**

Incident Type:		Incident Nr.:	
Outcome:			
Location of the Incident:			
Date of the Incident:			
Time of the Incident:			
Time of Reporting:			
Incident reported to:			
Investigation Start Date:			

**PARTICULARS OF PERSON(S) INVOLVED**

Person(s) involved name:	
Male or Female:	
Age/Date of Birth:	
Occupation:	
Address:	
Work being undertaken:	

**PARTICULARS OF THE INCIDENT**

Was there a task assigned?	
Was there a risk assessment taken?	
Describe what happened	
Witness(es) present	
What happened unexpectedly?	
Sequence of events after the incident. (Did they receive first aid treatment, leave, attend GP, attend A&E, return home)?	
Has a similar incident occurred before? If so, give details.	

**ANALYSIS OF THE INCIDENT**

A root cause analysis of the incident was carried out using the information and documentation made available during the investigation. The analysis assessed the incident under the following headings: Physical Failures; System Failures; Human Failures and Senior Management Failures and the findings are set out below.

Physical Failures	
Conclusion	
System Failures	
Conclusion:	

Human Failures	
Conclusion:	
MU Management Failures	
Conclusion:	

## ROOT CAUSE CONCLUSION

It is therefore concluded that the root cause(s) of the incident were:

## RECOMMENDATIONS / IMPROVEMENT ACTIONS

Date by which actions are to be taken/closed out:	
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## INVESTIGATION DETAILS

Name	Title
Statements - Name(s)	Statement Attached (Y/N/NA)

## NOTIFICATIONS

1. Was any statutory body notified?	
2. Was a claim lodged?	
3. Was any other insurance claim lodged?	

## SIGN-OFF

Report prepared by:	
Date:	

## **APPENDICES**

Appendix 1	Photographs
Appendix 2	Incident Statement(s)
Appendix 3	Induction Details
Appendix 4	Training Records
Appendix 5	Other Information

**Appendix 1**  
Photographs

**Appendix 2**  
Incident Statements

**Appendix 3**  
Induction Details

**Appendix 4**  
Training Records

**Appendix 5**  
Other Information