INCIDENT INVESTIGATION

Accident and Near-Miss Investigation Form

Four steps, following HSE's guide HSG245. Fill in Step 1 the same day. Look for causes, not someone to blame.

Date and time (to the minute)	
Exact location	
People involved and witnesses	
Type of event	☐ Accident ☐ Near miss ☐ Dangerous occurrence
RIDDOR reportable?	☐ No ☐ Yes, reported on ____ ☐ Checking
Investigation level	☐ Minimal ☐ Low ☐ Medium ☐ High *Set by the worst possible outcome and how likely it is to happen again.*
Investigated by	

Step 1 · What happened?

Sequence of events: *what happened, in order, including just before and just after*

What was different or unusual? *new people, changed layout, short staff, weather, time pressure*

Step 2 · Why did it happen?

Immediate cause: *the most obvious reason*

Underlying causes: *procedures, supervision, layout, maintenance, training, was the risk known?*

Root cause: *the management, planning or organisational failing behind the others*

Step 3 · What would stop it happening again?

Controls missing, inadequate or not used, and what would fix each cause: *physical changes before reminders*

Step 4 · Action plan

Action (specific and checkable)	Who	By when	Done

☐ Risk assessment updated ☐ Findings shared with the people involved Fix checked on a real shift on: _____

Free from RoboK · Latest version, and an email when the HSE guidance changes: robok.ai/guides/accident-near-miss-investigation
Structured on HSE's HSG245. Adapt it to your organisation.