

What to Consider

Planning

The investigation should establish the facts to identify the cause and make recommendations to prevent or minimise the effect of a re-occurrence.

Example Investigation

The following is a spoof accident with the findings of the Investigation below. The headings follow the Six Principles outlined above, which can be found on the attached Accident and Investigation Form, found at the back of the University's Accident and Incident Form which is available on the [H](#)

<p>What caused the Accident / Incident ie contributory factors?</p>	<p>The staff of Trump Towers had had a major clean of their offices resulting in a lot of bin bags.</p> <p>Mary was too helpful removing the bin bags and did not ask her Supervisor / Colleague for help.</p> <p>Mary did not feel she could ask the Trump Towers building occupants for help.</p> <p>Mary was getting tired towards the end of moving the bin bags to the waste collection point, especially as some of the bags were overloaded and awkward and heavy to carry.</p> <p>Mary had not been trained how to lift things properly.</p> <p>Mary had received no Health and Safety Induction training so did not understand why she should wear suitable flat shoes with a grip sole on the bottom.</p> <p>The steps regularly get slippery with moss due to the overhanging trees which allow water to collect on the steps rather than dry up this causes moss.</p>
<p>What action will be taken to prevent the Accident / Incident happening again?</p>	<p>Mary will be given office work to rest her ankle and allow it to heal.</p> <p>Domestic Manager to write to Trump Towers staff asking them to inform her of future large clear outs so additional Domestic staff can be brought in to help.</p> <p>Trump Towers staff to be made aware they should not overload bin bags and can transfer bags to the collection point themselves.</p> <p>All Domestic staff to receive manual handling training.</p> <p>All Domestic staff to receive Induction Training reminding them of key health and safety issues eg what shoes to wear, when to wear gloves, disposing of sharps etc. (Consideration will be given to purchasing suitable footwear for Domestic staff).</p> <p>Supervisors to carry out checks to ensure staff are following Manual Handling and Induction Training guidance.</p> <p>Staff to be reminded they can ask for help and that they can refuse to do something and ask their Supervisor for advice if they feel they are putting themselves at risk.</p> <p>PACS to schedule maintenance regime for the steps to ensure steps are regularly jet washed and kept moss free.</p>