# Reading AC Logo. This is placed into this document for decorative purposes only.Safety Event Investigation Form

## Event Details

Date reported: Click or tap to enter a date.

Reported by: Click or tap here to enter text.

Investigated by: Click or tap here to enter text.

Investigation ended: Click or tap to enter a date.

## Summary

Click here to write and outline concisely what happened, what the conclusions and recommendations are from this investigation. This should be no more than twelve lines of text where possible.

## Investigation

### Facts

Build a description of what led to the event as far as you can discern

### Analysis

Click here to write. From the facts, consider elements that would likely support any conclusions or potentially be ruled out from any conclusions. If there are established procedures or common practices, consider these here too.

### Conclusions

Click here to write. From the facts and analysis. What conclusions can be drawn. Where possible as well as providing a conclusion on any primary cause of the event, are there any underlying causes of the event?

### Recommendations

Click here to write. From the conclusions, what reasonable recommendations can be suggested that would help prevent something similar occurring in the future?

## Factors affecting the investigation

Click here to write if there were any particular factors that affected your ability to complete this investigation in the way you felt you needed to such as evidence being lost or people not available to provide evidence.

## Checklist

|  |  |  |
| --- | --- | --- |
| **Area** | **Applicable?** | **Considered?** |
| Existing risk assessment |  |  |
| Training |  |  |
| Equipment |  |  |
| Housekeeping |  |  |
| Procedures |  |  |
| Communication |  |  |
| Previous history / similar events |  |  |