Please use this form if any of the following applies:

* the accident/incident or near miss could happen again;
* the accident/incident or near miss on the online HS157 requires further investigation;
* the accident/incident or near miss requires further investigation if it is not clear what the cause was, whether sufficient control measures were in place, or what could be done to prevent a reoccurrence.
* an online F2508 or F2508a has been submitted to the Health and Safety Executive (HSE).

This form must be sent to healthandsafety@kent.gov.uk; contact the Health and Safety Advice Line on 03000 418456 for advice or support.

**Name of injured person:**

**Date of accident/incident:**

**AF online HS157 accident/incident reporting number:**

1. **Brief details of the incident**

(What, where, when, who and any emergency action taken.)

1. **Background information**

(Has a similar occurrence happened before, have there been previous concerns?)

1. **How did this happen?**

(Note any equipment involved.)

1. **Yes No**

[ ]  [ ]  Was the immediate response adequate?

1. **What activities were being conducted at the time?**
2. **Yes No**

[ ]  [ ]  Was there anything unusual or different about the working conditions?

[ ]  [ ]  Were there safe adequate working procedures?

1. **How did the injury occur and what caused it?**

1. **Was the risk known? What control measures were already in place?**(For example, risk assessment, care plan or training.)
2. **Which factors may have contributed to the accident, incident or near miss?**(Select all that apply.)

[ ]  Alcohol or medication

[ ]  Errors of judgement (rule based, knowledge based or violation)

[ ]  Failure to appreciate risks.

[ ]  Faulty plant, equipment, tools or materials

[ ]  Faulty premises

[ ]  Human factors (fatigue, pressure, time management, competence)

[ ]  Human failings (errors, violations)

[ ]  Lack of care and attention

[ ]  Lack of client information (personal risk assessments not current)

[ ]  Lack of suitable supervision

[ ]  Lack of training, knowledge or skills

[ ]  Plant and equipment factors (incorrect or faulty plant, equipment, tools or materials, lack of or incorrect use of PPE)

[ ]  Poor environment (heating, ventilation, noise or lighting)

[ ]  Work factors (inadequate procedures, time available, multi-tasking, quality of supervision, resource availability)

1. **What risk control measures do you think are needed or recommend?**
2. **What could the individual improve to prevent a reoccurrence?**

The HS160 must be kept with the online accident/incident HS157 form.

**Investigation conducted by:**

**Signature:**

**Manager/headteacher name:**

**Date:**

**Telephone number:**

**Other documentation attached:**(F2508 if required, witness statements, plan of accident/near miss location)