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](mailto: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)