



## ALTERNATIVE PROVISION

# Accident Investigation

Approval Date: [January 2026](#)

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP  
Directors*

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## Aims

The [RAISE AP](#) accident investigation form is designed to assist staff in following a logical procedure to enable them to adequately investigate accidents / incidents in order that lessons can be learned to prevent similar accidents and incidents in the future.

The information gathered is be used to improve the management of health and safety within [RAISE AP](#).

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## Accident Investigation Form

<b>Date &amp; time of accident / incident</b>	Insert date and time of accident/incident
<b>Name/location of accident / incident</b>	Insert name & address of the premises/organisation
<b>Name of injured party or parties</b>	Insert details of those that were injured/nearly injured
<b>Circumstances of accident / incident</b>	Insert description/details about what happened

<b>Immediate response/actions taken</b>	Insert details about initial/emergency actions taken		
<b>Witnesses to accident / incident</b>	Insert names/roles of witnesses to accident/incident		
<b>Witness statements taken / attached</b>	Insert which witness statements are attached		
<b>Control measures currently in place</b>	Insert any control measures in place at time of incident		
<b>Contributory factors</b>	Tick which of the following contributed to incident		
<b>Defective premises/fittings/fabric</b>	<input type="checkbox"/>	<b>Defective equipment/plant/materials</b>	<input type="checkbox"/>
<b>Incorrectly issued or defective PPE</b>	<input type="checkbox"/>	<b>Incorrect use or non-use of PPE</b>	<input type="checkbox"/>
<b>Poor layout of premises</b>	<input type="checkbox"/>	<b>Poor environment (eg. heating, vent)</b>	<input type="checkbox"/>
<b>Poor behavioural management</b>	<input type="checkbox"/>	<b>Lack of appropriate supervision</b>	<input type="checkbox"/>

<b>Lack of training/knowledge/skill</b>		<b>Poor housekeeping (eg. storage)</b>	
<b>Inadequate safe working practices</b>		<b>Failure to safely plan activity/task</b>	
<b>Failure to determine/appreciate risk</b>		<b>Lack of care by individual</b>	
<b>Lack of information for injured party</b>		<b>Horseplay or fighting</b>	
<b>Alcohol or medication</b>		<b>Workload (eg. pressure, fatigue)</b>	
<b>Violence &amp; aggression</b>		<b>Medical condition (eg. of pupil)</b>	
<b>Risk assessment</b>	Tick any or all of the following as applicable		
<b>Had a risk assessment been done</b>		<b>Had this hazard been identified</b>	
<b>Were control measures set in place</b>		<b>Were there documented procedures</b>	
<b>Were documented procedures used</b>		<b>Do current procedures need review</b>	
<b>Does risk assessment need review</b>		<b>Is a new risk assessment required</b>	
<b>Immediate causes</b>	Insert your determined immediate causes of incident		

<b>Underlying causes</b>	Insert your determined underlying causes of incident
<b>Control measures required</b>	Insert any required actions to prevent reoccurrence
<b>Other relevant information</b>	Insert other details which may assist/support findings
<b>Name of person completing report</b>	
<b>Signed by person completing report</b>	
<b>Date of signature</b>	
<b>Name of responsible manager</b>	
<b>Signed by responsible manager</b>	
<b>Date of signature</b>	

## Raise Values

Our **RAISE-AP values** (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Accessibility policy.

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