

Further review of accident/incident after the event

<p>Date of further discussion:</p> <p>People present:</p>	
<p>Why did this accident/incident happen?</p>	
<p>What can be done to prevent this occurring again?</p>	
<p>Who will take responsibility for this?</p>	
<p>Who else needs to be informed? (if appropriate)</p>	
<p>When will this be done by?</p>	
<p>Date of final review:</p> <p>Have the above actions been taken?</p> <p>Signed:</p>	<p style="text-align: center;">YES NO</p>