

## Accident Investigation Programme (2-days)

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### Who this programme is designed for

This programme provides your safety, health and environmental team, and insurance and legal personnel, with practical and comprehensive training in accident investigation skills and report writing. The bespoke sessions can incorporate training on your company's own procedures for conducting investigations and writing reports.

As well as presentations and interactive tuition, the course includes a range of learning exercises. Accident and incident case studies from a range of industries are used and analysed to ensure the focus remains on the skills of accident investigation. Identifying the facts thoroughly, identifying physical evidence, witness interviewing using live roleplay, timelines, findings, causal analysis and recommendations are all included. Learning continues after the 2-day course, too, as delegates are assigned four opportunities to practice what they've learned and further develop their skills; personalised feedback is given for all delegates.

### Objectives

- ▲ Understand the importance of getting accident investigations right
- ▲ Learn how to conduct an investigation, identify and preserve evidence and interview witnesses
- ▲ Learn about the analysis of evidence, the identification of findings and report writing
- ▲ Understand how to identify and articulate the recommendations arising
- ▲ Understand the use of legal privilege
- ▲ Learn about external reporting obligations and regulators' powers

### Course materials

- ▲ Full delegate packs are provided
- ▲ Various props and materials are used during the course to aid interactive learning
- ▲ Certificates of Recognition are awarded to all those attending

## Accident Investigation Open Course

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### Contents

#### Day 1

- ▲ The drivers for internal investigation
- ▲ Immediate actions on site after an accident/incident
- ▲ Triggers for internal investigation and your own company procedures for notifying, reporting and investigation
- ▲ Physical and documentary evidence gathering
- ▲ Witness evidence gathering, with live roleplay exercise

#### Day 2

- ▲ Timeline
- ▲ Findings
- ▲ Human error
- ▲ Causal analysis
- ▲ Recommendations
- ▲ Report writing
- ▲ Legal reporting obligations, Enforcement Agency and powers
- ▲ Disclosure and legal privilege

# £525 + VAT per head

*“Given me confidence to undertake an investigation”*

*“One of the best courses I have done”*

*“Led me to have a more fact - based approach and reduced temptation to infer things due to experience”*

*“The role play element made this a very valuable course, I thoroughly enjoyed it!”*

*“Madeleine’s delivery is really engaging and at just the right pace, stripped of legal jargon and easy to follow”*

*“It has given me the toolkit to begin accident investigations, with sound knowledge in the subject, coupled with insight into our company policies and procedures”*

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### Practice of Skills

In the weeks following the course 4 exercises will be issued to delegates.

- **Exercise 1 – telephone interview and statement writing**
  - Delegates receive the notes a colleague has taken speaking to two witnesses. Task 1 is to convert the notes into 2 coherent witness statements  
Task 2 is asked to arrange a telephone interview with an injured person who is in hospital. The interview is conducted (with the injured person played by a member of the OAH team) and the delegate is required to write a witness statement based on the interview.
- **Exercise 2 – root cause analysis**
  - Delegates are provided with a set of factual findings, and are asked to identify the immediate cause, underlying causes and root causes.
- **Exercise 3 – recommendations**
  - Delegates are provided with factual findings and a root cause analysis and are asked to identify appropriate recommendations.
- **Exercise 4 – report writing**
  - Delegates are provided with a range of physical and physical evidence and are asked to complete a timeline, set out findings, causal analysis and recommendations.

### Costings

The cost of the course is based upon a per head charge of £525 plus VAT per head, with a minimum of 8 delegates in attendance.

The total price of the course includes the 4 homework exercises and feedback given to delegates, therefore the pricing reflects the fact that the work required from OAH will depend on the total number of participants.

### Venue

The venue and catering arrangements can be agreed to suit your preference, though we typically run the course at a Cheshire based hotel, with a two-course lunch being provided on each day.

#### About your trainer

**Madeleine Abas** has some 26 years' in advising and training substantial organisations across industry and the public sector in health and safety requirements. As well as having extensive training experience, Madeleine is asked to speak at a wide range of industry conferences, as well as being a regular contributor to industry publications. Madeleine is widely recognised as a leader in her field and has a highly impressive track record in attaining results for her clients.

