

# ACCIDENT & INCIDENT INVESTIGATION PROGRAMME

A brand new, unique, on-demand online programme for internal accident / incident investigators.

## COURSE OBJECTIVE

**We focus on the skills necessary to produce a robust accident investigation report**

- ✓ Accessible 24 / 7
- ✓ 16 chapters
- ✓ Exercises & feedback
- ✓ Enables robust SHE investigations
- ✓ Readily tailored to your notification / reporting processes



WITNESS EVIDENCE



REPORT WRITING



REGULATORS' POWERS



LEGAL PRIVILEGE



INTERNAL INVESTIGATIONS WHY DO WE DO THEM?




EYE WITNESSES



APPENDICES



PHYSICAL EVIDENCE



TERMINOLOGY

# ACCIDENT & INCIDENT INVESTIGATION PROGRAMME

## COURSE OUTLINE



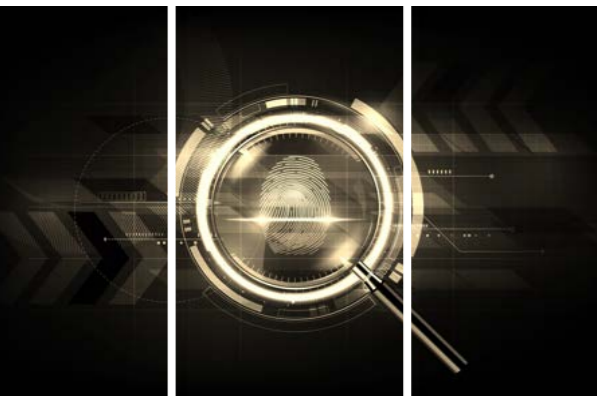
### ACCESS

Using their desktops at work, or laptops at home or on the move delegates can access our range of videos, guidance notes and exercises for hours or minutes to suit them, following a programme that would otherwise have required attendance at a 3 day, face to face workshop.



### ENSURING ROBUST INVESTIGATIONS

Whether you want to source training to provide a consistent approach across your team of investigators, to enhance the skills of SHE personnel within your business, or to teach investigation and report writing techniques to operational personnel, this programme provides a full syllabus of relevant topics to ensure robust investigations can be achieved.



### FOCUS ON SKILLS

Using safety, health and environmental scenarios, we cover all of the skills and techniques of investigation, supplemented with information on important topics like legal privilege and regulators powers that can influence access to evidence and the sharing of information.



### ADVANCING YOUR ORGANISATION'S INTERESTS

Written by our Senior Partner Madeleine Abas, a solicitor since 1996, there is a focus on ensuring that, in addition to maximising learning to improve the performance of the organisation, the evidence required to inform the organisation's legal liability from an adverse event is identified and preserved, and the business is best placed to respond to a regulator's enquiries.

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## RECENT FEEDBACK FROM DELEGATES

“

My understanding and responsibilities of accident investigation has grown tenfold. The course content and instructor has highlighted what is required of me.

“

All of the course was a great way for me to improve the skills in my daily job.

“

Having limited experience of completing a practical accident report, going through this step by step was most useful.

“

Madeleine is fantastically credible & engaging.

“

The whole course gave a good insight on all aspects of investigation - how I approach witnesses will improve.

“

The breaking down and explaining how to undertake the role of an investigator, how and what questions to ask was so useful.

“

Really useful to understand what is necessary for evidence gathering and report writing and how to convey findings in the report.

“

It has really helped me to look beyond what seems to be the obvious and look for indirect evidence.

“

Really furthered my knowledge in this area, gave some good overviews of how to structure an investigation.

LEGAL PRIVILEGE



INTERNAL INVESTIGATIONS WHY DO WE DO THEM?



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## SYLLABUS

Priced at £395 plus VAT per head the syllabus covers:

- Investigation terminology
- Why we investigate internally
- Legal Privilege
- Mindset
- Physical evidence
- Documentary evidence
- Witness evidence
- Witness statement drafting
- Regulators powers
- Organisation & analysis of evidence
- Root cause analysis
- Other learning (non-causative)
- Recommendations
- Report writing
- Appendices

Practical exercises and feedback to aid learning are provided in all chapters and delegates can ask questions of Madeleine Abas at any stage.

## LEAD INVESTIGATOR PROGRAMME

For those interested in converting this into our Lead Investigator programme, for an additional £350 plus VAT per head with a minimum of 8 delegates, the on-demand programme can be supplemented by 2 face to face workshops (in a Covid secure manner), or 2 separate video-call based days, tackling more complex case studies and producing 2 investigation reports together.

PROGRAMME FROM

# £395

+VAT per person

## TAILORED TO YOUR BUSINESS

For organisations taking a minimum of 15 licences, we will be pleased to tailor the content to combine it with teaching on their own internal notification, investigation and reporting procedures and proformas.

## CERTIFICATES OF COMPLETION

Certificates of completion are issued, and each licence allows access to the programme for 12 months. Also, for a small fixed annual subscription fee of just £300 plus VAT organisations can renew all of the licences they hold, which will allow both continued access to the programme as a refresher and access to updated and new materials, plus continued access to OAH with questions on internal investigations.

## MEET MADELEINE 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.

- SOLICITOR SINCE 1996
- 26 YEARS IN H&S
- MEMBER, INSTITUTE OF INDUSTRIAL ACCIDENT INVESTIGATORS
- HALL OF FAME RANKING, LEGAL 500

