



## Lead Accident Investigation Programme

### 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, incorporating serious accidents and incidents where regulators are conducting their own investigations in parallel. The bespoke sessions can incorporate training on your company's own procedures for conducting investigations and writing reports.

A workshop over two consecutive days begins the programme covering topics such as why internal investigation is important, the importance of identifying the facts thoroughly, identifying physical evidence, witness interviewing using live roleplay, timelines, findings, root cause analysis and recommendations. Also covered is legal reporting obligations, regulators' powers and legal privilege.

Then, over a period of some weeks or months (to suit the client) delegates are sent four learning exercises for them to practice what they've learned and further develop their skills; personalised feedback is given for all delegates. These exercises include a telephone interview with an injured person and drafting witness statements, root cause analysis, recommendations and report writing.

Two subsequent workshop days are then dedicated to carrying out a complete investigation of a complex accident, one of which is a fatality. Further guidance on accident investigation skills, incident response and report writing techniques are incorporated into these workshop days.

### 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; *and*
- Following the course all delegates are issued with a toolkit to assist in future investigations incorporating further guidance, hints and tips, and examples of good and bad practice.

# Accident Investigation 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
- Legal reporting obligations, Enforcement Agency and powers
- Disclosure and legal privilege

*“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 assume 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 tools to begin accident investigations, with sound knowledge in the subject, coupled with insight into our company policies and procedures”*

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#### Day 3

- RIDDOR Reporting Exercise
- Using a scenario of a serious accident, Physical and Witness Evidence in a document heavy case study
- Analysis of Evidence in Detail
- Timeline and Factual Findings
- Causation and Causal Analysis
- Recommendations
- Other Learning
- Report Writing – Executive Summary and Key Findings

#### Day 4

- Human Factors
- A Fatality Case Study
- Interaction with regulators during internal investigation
- Legal Privilege
- Develop the investigation
- Interviewing and Contradictory Evidence
- Findings, causal analysis and recommendations

From  
£985 Per  
Head

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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; *and* 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 £985 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.

### 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.

