**Incident Review Report**

**Legal Professional Privilege**

Strictly private and confidential. This document has been produced at the request of Clyde & Co. in order to advise Persimmon Homes Limited in respect of its criminal and civil liabilities in contemplation of litigation. As such, it is legally privileged. Do not disclose without prior approval from Clyde & Co.

**Initial Details**

This form is to be completed when instructed to do so by HS&E Dept. management. Contents of this report should be read in conjunction with the initial notification received from site.

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| **Operating Business:** |  | **Name of GHS&EA:** |  |
| **Site Address:** |  | **Date of Incident:** |  |
| **COINS Site Number:** |  | **Time of Incident:** |  |
| **Exact location on site:** |  | **Significant or major incident:** |  |

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| **Details of the incident** |
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| **Initial Response** |
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| **Immediate Cause** |
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| **Root Cause** |
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**Incident Review Meeting**

Once the investigation has concluded, where needed, the Group HS&E Advisor to arrange a review meeting with senior management to discuss the incident and ensure that any additional measures are put in place to prevent a recurrence. Also that where appropriate individuals have been held to account for any non-compliance.

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| **Review meeting attendees:**  |
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| **Review meeting notes and comments:**  |
| (Explain what has occurred/ reason for the review meeting) |

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| **Review meeting agreed actions** (specify by whom has agreed)**:**  |
| **Operational:** |
| **Administration:**  |
| **Worker engagement:** |
| **Training:** |
| **Capability/ disciplinary:** |
| **Other:** |

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| --- | --- |
| **Name of Director carrying out the review:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date:** |  |

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| **Comments of Senior Group HS&E Advisor** (satisfied that appropriate actions taken) |
|  |
| **Name** |  | **Date** |  |

*Senior Group HS&E Advisor to forward copy of form to Group Environment Manager for review, ensuring that it is highlighted if appropriate actions have not been taken. If disciplinary action recommended then Senior Group HS&E Advisor to forward copy of form to the Regional HR Business Partner.*