IPI Academy

MANAGEMENT forum



Presented by
Management Forum

Workplace Accident Investigation - from emergency planning to the final report

This masterclass will equip you with the skills and knowledge required to successfully manage an accident scene and undertake accident investigations in a workplace environment.

Format:
Bespoke training

CPD:
3 hours for your records (depending on your requirements)

Certificate of completion

Course overview

It's well-known that an accident in the workplace may result in the company not only facing criminal proceedings but also, if found guilty, a substantial fine. For example, in 2022 a pharmaceutical manufacturer was fined £51,000 and ordered to pay a further £104,898 costs for supplying a product whose active component was just 12% of the prescribed strength.

However, what is not so well-known is the fact that companies sometimes have to actively prove to the Court that they did all they reasonably could to avoid the accident – and proving their innocence in these circumstances can be a daunting challenge. Simply rebutting whatever the HSE may allege in Court is a tempting strategy, but it may not be sufficient on the day.

Companies need to have a nominated manager in place who understands how to conduct a thorough internal investigation into a works accident. An in-depth and systematic investigation will get to the core of understanding the incident, meaning, in turn, the company will be in a much better position to defend itself in Court, if the need arises.

This intensive masterclass, designed and presented by a qualified and experienced investigator, will explain how to conduct an investigation properly and how to avoid the common mistakes. Insights will be given into key areas such as how to interview witnesses; how to examine documents; and the principles of root cause analysis.

Don't just wait for the accident to happen before you start putting crisis management procedures in place. Instead, ensure you know what to do before an incident occurs – because afterwards could be too late!

Benefits of attending

By attending this course you will:

- **Understand** why you need to prepare for an incident that hasn't yet hapened
- **Be aware** of the importance of accident investigations and how they can help your business
- **Navigate** the best techniques for examining an accident scene
- **Understand** the techniques for gathering and analysing incident information
- **Learn** how to maintain the chain of evidence and to document evidence
- **Get to grips** with how best to deal with witnesses
- **Master** the skills of writing a factual report

Who should attend?

In short, everyone who has a responsibility for health & safety in the workplace, including:

- Directors
- Managers
- H&S staff
- Office managers
- HR personnel
- Facilities managers

and all those that are tasked with the H&S role of managing and investigating an accident in the workplace.

Even if the company plans to use a specialist investigator, someone in the business needs to know what the processes are so they can co-ordinate the accident scene, 'hold the fort' and preserve evidence until the specialist takes over.

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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