

Critical Incident Report

Complete this report following a critical incident to record what happened, the response and follow-up actions, and improvements to prevent recurrence.

A Incident details

Incident name

Date of incident

Location of incident

Critical incident team leader

Brief description of the incident

B Action taken and follow-up

What action was taken to address the incident, including follow-up action?

C Contributing factors or causes

Identify any issues that may have contributed to, or caused, the incident.

Critical Incident Report

Incident name or reference to link both pages

D Reducing the risk of recurrence

What steps could be taken to reduce the risk of the incident occurring again?

E Improving the response

Identify ways in which the response to the incident could be improved.

F Report completed by

Name and title

Signature or typed name

Date

Office use only

Action

Improvements suggested in sections D and E

Added to feedback register

Added to management meeting agenda

Status / not applicable

Date

Initials