



Accident or incident review form

Accident or incident reference (if applicable):

Try not to include personal data. If you need to include personal data, only use the minimum amount needed. Make sure this form is kept securely and only share it with those who need access. Only keep it for the guideline retention period and destroy the document when it is no longer needed.

<p>Review details</p> <p>Provide a summary of what you discovered during the review, including details of the incident.</p>	
<p>Root cause</p> <p>What caused the incident? It might be helpful to use the '5 whys' technique. Start with what happened and ask 'why?'. When you have your answer, ask 'why?' again. Keep doing this until you get to your 5th or final why.</p>	
<p>Contributing factors</p> <p>What other factors played a part in the accident or injury.</p>	
<p>Learning to be shared locally or throughout Girlguiding</p>	

Action plan

Any actions arising out of the review should be detailed below:

	Action	Responsible person	Progress notes	Closure date
1				
2				
3				
4				
5				

If you think there is learning to be shared throughout Girlguiding, email the HQ insurance team at insurancesupport@girlguiding.org.uk

We collect your personal information to provide incident related support, process insurance claims, inform risk assessments and for other legal purposes.

We may share your data with:

- Insurance companies
- Legal representatives
- Regional and local Girlguiding organisations

We process the data you provide under our legitimate interests of managing health and safety and insurance on behalf of our membership.

For further information on how and why Girlguiding use your personal data, including how long we keep it, your rights, and how you can contact us, please read our full privacy notice at: [girlguiding.org.uk/privacy-notice](https://www.girlguiding.org.uk/privacy-notice)

Action plan completed by:

Name:	
Membership number:	Date:
Signed:	