



*Presented by*  
**Management Forum**

# Workplace Accident Investigation - from emergency planning to the final report

**11 September 2025**

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:**  
Live online



**CPD:**  
3 hours for your records



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 happened
- **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.

# Programme

## **Why do we need to investigate an accident at work?**

- The legal and best management practice considerations which need to be taken into account when an accident happens
- The role of accident investigations as a means to stop such accidents happening again
- The aim of an investigation: to establish what happened, not to apportion blame or punish anybody

## **The importance of planning ahead**

- Understand the benefits of planning ahead for the "worst case scenario"
- Factors to consider within the accident response/ investigation plan:
  - Who will investigate, and how will you select them?
  - What training will they need?
  - What resources will they need?
  - How much management support will they need?

## **Examining the accident scene**

- Dealing with the inevitable disruption to the business
- Maintaining the chain of evidence
- Keeping good investigation records
- Recording physical details of the scene

## **Documentary evidence**

- Examples of documentary evidence that might be of value
- How to manage documentary evidence

## **Managing witnesses**

- The need to treat witnesses with consideration
- When and how to interview witnesses
- Focus on establishing the facts, not finding a culprit
- Taking care when asking questions - tips and techniques
- How to avoid some common pitfalls when obtaining a statement

## **Accident analysis - what to be aware of**

- Common accident causation models
- Root cause analysis
  - What do we mean by the "root cause"?
  - A basic example of root cause analysis in action
- Common problems to be aware of in accident analysis

## **Human error**

- Why it's a mistake to attribute an accident to "human error"

## **The accident report**

- The importance of the accident report
- Key considerations for writing an accident report
- A suggested report structure
- The need to deal only with facts, and not opinions

## **Summary and final questions**

# Presenter



## Andy Farrall

**Andy Farrall** FIIRSM, CMIOSH, MIIAI, MIOl, is a chartered safety consultant and qualified accident investigator who is not only a Fellow of the International Institute for Risk and Safety Management (among other professional accomplishments) but who is also accredited on the UK Occupational Safety and Health Consultants' Register (OSHCR). He has a wide range of personal experience in fields as diverse as law enforcement (having worked as a specialist investigator with two élite law enforcement agencies, including dealing with complex international fraud); emergency services (including a project, commissioned by the Irish National Ambulance Service College, to develop specialist courses for their officers and paramedics); safety management consultancy; and health & safety training.

By drawing on this wealth of practical knowledge he has designed, and now presents, a series of very informative webinars on topics of real value to professional managers.

# Course date

11 September 2025

Live online

13:30-17:00 **UK (London)** (UTC+01)

Course code 14814

GBP ~~299 349~~

EUR **419 489**

USD ~~481 559~~

**Until 07 Aug**

## How to book



**Online:**

[ipi.academy/2606](https://ipi.academy/2606)

Alternatively contact us to book, or if you have any queries:



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## Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

## Further information

### Fee

The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

### Please note

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